Technical Report 754

Project A
Improving the Selection, Classification and Utilization of Army Enlisted Personnel

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The Development of Administrative Measures As Indicators of Soldier Effectiveness

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U. S. Army

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This research was performed as part of Task 4 of Project A, Improving the Selection, Classification, and Utilization of Army Enlisted Personnel. Task 4 is concerned with the development of Army-wide job performance criteria. The specific objects of this activity were (a) to determine which administrative indexes have sufficient variance and acceptable base rates to warrant consideration in the formation of criteria and in-service predictors of soldier effectiveness, (b) to combine these indexes within a set of soldier effectiveness dimensions into psychometrically sound and conceptually meaningful variables, and (c) to identify from which archival sources it is most feasible to obtain them.

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The Development of Administrative Measures As Indicators of Soldier Effectiveness

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Manpower and Personnel

This document is a synopsis of research concerned with development of Army-wide job performance criteria. The research was part of Project A, the Army's current, large-scale manpower and personnel effort to improve the selection, classification, and utilization of Army enlisted personnel. The thrust for the project came from the practical, professional, and legal need to validate the Armed Services Vocational Aptitude Battery (ASVAB--the current U.S. military selection/classification test battery) and other selection variables as predictors of training and performance.

Project A is being conducted under contract to the Selection and Classification Technical Area (SCTA) of the Manpower and Personnel Research Laboratory (MPRL) at the U.S. Army Research Institute for the Behavioral and Social Sciences. The portion of the effort described herein is devoted to the development and validation of Army Selection and Classification Measures, and referred to as "Project A." This research supports the MPRL and SCTA mission to improve the Army's capability to select and classify its applicants for enlistment or reenlistment by ensuring that fair and valid measures are developed for evaluating applicant potential based on expected job performance and utility to the Army.

Project A was authorized through a Letter, DCSOPS, "Army Research Project to Validate the Predictive Value of the Armed Services Vocational Aptitude Battery," effective 19 November 1980; and a Memorandum, Assistant Secretary of Defense (MRA&L), "Enlistment Standards," effective 11 September 1980.

In order to ensure that Project A research achieves its full scientific potential and will be maximally useful to the Army, a governance advisory group comprised of Army general officers, interservice scientists, and experts in personnel measurement, selection, and classification was established. Members of the latter component provide guidance on technical aspects of the research, while general officer and interservice components oversee the entire research effort; provide military judgment; provide periodic reviews of research progress, results, and plans; and coordinate within their commands. Members of the General Officers' Advisory Group include MG Porter (DMPM) (Chair), MG Briggs (FORSCOM, DCSPER), MG Knudson (DCSOPS), BG Franks (USAREUR, ADCSOPS), and MG Edmonds (TRADOC, DCS-T). The General Officers' Advisory Group was briefed in May 1985 on the issue of obtaining proponent concurrence of the criterion measures prior to administration in the concurrent validation. Members of Project A's Scientific Advisory Group (SAG) who guide the technical quality of the research include Drs. Milton Hakel (Chair), Philip Bobko, Thomas Cook, Lloyd Humphreys, Robert Linn, Mary Tenopyr, and Jay Uhlaner. The SAG was briefed in October 1984 on the results of the Batch A field test administration. Further, the SAG was briefed in March 1985 on the contents of the proposed Trial Battery.

A comprehensive set of new selection/classification tests and job performance/training criteria have been developed and field tested. Results from the Project A field tests and subsequent concurrent validation will be used to link enlistment standards to required job performance standards and to more accurately assign soldiers to Army jobs.

EDGAR M. JOHNSON
Technical Director

THE DEVELOPMENT OF ADMINISTRATIVE MEASURES AS INDICATORS OF SOLDIER EFFECTIVENESS

EXECUTIVE SUMMARY

Requirement:

A major activity in the Army's Selection and Classification Project (Project A) is to develop measures of soldier performance on the job during the first tour of enlistment. This report describes research within the Project A program to explore the usability of information contained in soldiers' personnel files and archival records as criteria of effectiveness. Steps were taken to determine (a) whether administrative records could serve as useful criteria and (b) which archival sources could be used to obtain timely personnel information.

Procedure:

Three major sources of personnel information were examined: (a) the Enlisted Master File (EMF), a central computer record of selected personnel actions; (b) the Official Military Personnel File (OMPF), a microfiche history of an individual's military service; and (c) the Military Personnel Records Jacket (MPRJ), an individual's personnel folder, known as the 201 file. These records for 750 service personnel were analyzed in detail to assess the feasibility of extracting useful criterion information from them.

Findings:

The MPRJ proved the most timely and richest source of administrative information useful as criteria; however, extracting information from these files required considerable time and effort. While the EMF and the OMPF contain information that indicates soldier effectiveness, neither source provides data that are as timely or complete as the MPRJ or that would be as desirable for criterion purposes.

Analysis of the information available from the MPRJ resulted in the identification of six administrative indexes that could serve as measures and predictors of soldier effectiveness: "Has Received Award," "Has Received Letter/Certificate," "Has Received Letter/Certificate/Award," "Has Had Military Training Courses," and "Reenlistment Eligibility, and Promotion Rate." To reflect disciplinary actions, "Has Received Article 15" was retained for future criterion research in this area.

Utilization of Findings:

The use of administrative measures fits in with the Project A objective of using varied approaches to measure soldier effectiveness, and these indexes

hold great promise as predictors of performance during a second tour. However, those benefits must be weighed against the expense and effort of collecting data from the MPRJ, the most promising archival source in terms of recency and completeness. To investigate a less expensive alternative means of obtaining this type of personnel information, a self-report form will be developed and field tested. Asking soldiers to report on what is in their MPRJ and having research staff extract equivalent information from that file will make it possible to determine the accuracy of the self-report method.

THE DEVELOPMENT OF ADMINISTRATIVE MEASURES AS INDICATORS OF SOLDIER EFFECTIVENESS

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THE DEVELOPMENT OF ADMINISTRATIVE MEASURES AS INDICATORS OF SOLDIER EFFECTIVENESS

The overall purpose of Project A: Improving the Selection, Classification, and Utilization of Army Enlisted Personnel is to enhance the Army's ability to accomplish its mission through improved matching of individuals to military occupational specialties (MOS). Toward this goal, Project A is devoted to the development of an expanded and comprehensive selection/classification test battery and the validation of that test battery against a full array of existing and newly developed performance criteria (Human Resources Research Organization, American Institutes for Research, Personnel Decisions Research Institute, and Army Research Institute, 1983).

The identification, refinement, and development of in-service predictors and Army-wide performance measures is an integral part of the overall program of performance criterion development. In-service predictors are measures obtained after a soldier enters the Army that predict the soldier's later performance effectiveness in his/her military career. Army-wide performance measures are those indicators of general performance and effectiveness not related directly to the performance of MOS-specific tasks.

INTRODUCTION

Issues in Performance Measurement

The accurate measurement of individual job performance is critical in personnel selection research (Dunnette, 1966; Guion, 1965). Considerable time and energy is often spent in developing predictor tests and measures at the expense of: (a) identifying performance constructs that should be the targets of the predictor measures, and (b) actually measuring, in a reliable and valid manner, the effectiveness of individuals on those performance constructs. Test validation results, however, can be meaningful only if proper attention is paid to the criterion side, so that an accurate depiction of job performance effectiveness is provided.

Performance measures can be classified into two general types: objective indexes and performance ratings. Examples of objective measures, for an Army clerical MOS, would be the number of pages typed per 8-hour day and the number of typing errors made per page. Performance ratings rely on the human judgment of an individual's job performance. Because of the subjective nature of performance ratings, objective indexes of a worker's performance are, in certain cases, preferable to ratings. Good objective measures, however, are difficult to acquire (Guion, 1965; Landy & Trumbo, 1980).

The difficulty with the vast majority of objective measures of performance is that they are almost invariably deficient and contaminated (Guion, 1965; Smith, 1976). By deficient, it is meant that the measure provides only a partial picture of the worker's effectiveness on the job; that is, there are important aspects of the job left untapped by the objective measure.

Referring to the clerical MOS example above, typing speed and accuracy may be an important index of soldier effectiveness in this MOS, but if helping break-in inexperienced typists and willingness to work very hard during heavy production periods are also important for job success, then the former two measures, individually or together, do not adequately measure effectiveness on the job. They are deficient.

The administrative indexes that appear in Army personnel records are certainly no exception. When viewed separately, reports of AWOL, nonjudicial punishment of a serious nature (Articles 15), Certificates of Commendation, etc., tap only a part of the soldier effectiveness criterion domain and are probably deficient as indicators of effectiveness (Borman, Johnson, Motowidlo, & Dunnette, 1975; Shields, Hanser, Williams, & Popelka, 1981).

Contamination in objective measures occurs when factors that affect how well individuals do with respect to the measure are beyond their control. Referring again to the example above, suppose that the number of pages typed in a day depends to some extent on the kind of text that the typist is to work on, and the soldier has no control over those assignments. The "number of pages" measure provides an impure index of effectiveness; it is contaminated.

The most prevalent type of contamination is opportunity bias. The administrative indexes that appear in Army personnel records are possibly contaminated by opportunity bias. The number of reports of AWOL, nonjudicial punishment of a serious nature (Articles 15), awards, letters of commendation, etc., that appear in a soldier's record, may in part be influenced by such factors as the MOS, post, organizational unit, and commanding officer (CO) to which the soldier is assigned. Therefore, comparing the effectiveness of soldiers in different MOS, assigned to different locations on the basis of administrative indexes, without information concerning differential opportunities, may be misleading. The most important question, however, is the degree to which opportunity bias, if it exists, is predictor correlated or predictor free. Predictor-correlated contamination refers to a situation where the opportunity to receive letters, awards, Articles 15, etc., is influenced by a predictor score. Thus, if knowledge of a soldier's Armed Forced Qualification Test (AFQT) score impacted on the opportunity to receive awards, then that would be an example of predictor-correlated contamination. While Eden and Shani (1982) found that instructor expectancy, based on an awareness of a trainee's aptitude, resulted in significantly higher scores on objective performance tests, Brogden and Taylor (1950) have noted that in general, opportunity bias is predictor free and while it may attenuate validity coefficients, it will not seriously distort their relative magnitude.

There exists an additional potential difficulty in using administrative records as soldier effectiveness criteria. Previous research, which has used objective performance indexes extracted from personnel files, often reports low correlations with predictors or other criteria, e.g., performance ratings. This has been found in both military (Allen & Bell, 1980; Drucker & Schwartz, 1973; Shields et al., 1981) and non-military settings (Cascio & Valenzi, 1978; Landy & Farr, 1975). This is often in part because administrative records reflect only exceptionally good or exceptionally poor performance. In Army personnel records, for example, consider reports of AWOL and Articles 15 on the poor performance side and awards and certificates or letters of commendation on the good performance indicators in their personnel folders. Thus, the

skewed distributions found for individual, separate indexes based on administrative actions seriously constrain their usefulness as criteria of soldier effectiveness (Hammer & Landau, 1981).

Construct Validation Approach

One strategy for dealing with these issues is to view the content of administrative indexes as critical incidents and form composites on the basis of conceptual similarities. For example, several different kinds of awards, letters, and certificates could be combined into one index if they reflect performance in some psychologically homogeneous behavioral domain. A soldier's "score" would then be the total number of such indexes received in that particular category. If measures are combined that reflect the same underlying construct, base rates might improve to a level where significant correlations with other variables would be more possible.

An indication of how the combining of individual administrative indexes might constitute a beneficial approach can be seen using data presented by Shields et al. (1981). The researchers gathered information on soldier effectiveness in the 193rd Infantry Brigade, Panama. Data were collected on such variables as Skill Qualification Test (SQT) scores, number of awards, number of military courses completed, number of times honor graduate status was attained in training courses, number of Articles 15, and number of letters of appreciation.

One result of the research was that positive correlations emerged between some criterion pairs--for example, SQT scores and number of awards (r = .43); number of awards and number of military courses completed (r = .63); etc. This indicates that these different indexes may indeed reflect to some extent an underlying effectiveness construct. Relationships between other pairs of indexes were low, but low base rates may have been a contributor to the low correlations in some cases. For example, less than 4% of the 125 soldiers examined had attained honor graduate status. This low base rate, in part, reduces the likelihood of significant correlations between this variable and other variables.

The above findings suggest that composites of administrative indexes formed within a soldier effectiveness conceptual framework would not only produce administrative measures with improved base rates and more variance, they would also provide an approach for managing the deficiency inherent in individual objective measures. Since, as part of the construct validity framework adopted by Project A, individual administrative indexes will be used as one of several methods to index a soldier's effectiveness on one or more performance constructs, the issue of these measures being deficient as criteria when used separately would be less critical. With a multimethod approach to performance measurement, information about soldiers' performance can be obtained from different sources. Multitrait-multimethod analyses (Kavanaugh, MacKinney, & Wolins, 1971; Lawler, 1967) can then proceed to assess the construct validity of the various performance measures.

APPROACH

This report describes the steps that were taken: (a) to determine which administrative indexes have sufficient variance and acceptable base rates to warrant consideration in the formation of criteria and in-service predictors of soldier effectiveness, (b) to combine these indexes within a model of soldier effectiveness into psychometrically sound and conceptually meaningful variables, and (c) to identify from which archival sources it is most feasible to obtain them.

Records Sources

The Army maintains a number of personnel records sources that contain administrative indexes that could be useful in the development of measures of first-tour soldier effectiveness. They are (a) the Enlisted Master File (EMF), (b) the Official Military Personnel File (OMPF), and (c) the Military Personnel Records Jacket (MPRJ). Accordingly, a major activity within the development of Army-wide performance measures was to perform a detailed examination of the three records sources and an analysis of the feasibility of developing criterion indexes from them.

Identification of Administrative Indexes

A preliminary list of administrative measures indicative of soldier effectiveness was developed from a review of relevant Army Regulations, previous research efforts in military settings, and interviews with knowledgeable Army personnel. The list is presented in Table 1.

Table 1

Preliminary List of Administrative Measures Indicative of Soldier Effectiveness

- Reason for Separation From the Army
- Reenlistment Eligibility
- Reenlistment Eligibility Bar
- Enlisted Evaluation Report (EER)
- Promotion Rate
- Number and Duration of AWOL/Desertions
- Number and Type of Articles 15
- Number and Type of Courts-Martial
- Number and Type of Awards/Badges
- Number and Type of Letters of Appreciation/Commendation
- Number and Type of Letters of Reprimand/Admonition
- Number and Type of Certificates of Achievement/Commendation
- Number and Type of Civilian Courses Attended/Completed
- Number and Type of Service Courses Attended/Completed
- Performance in Service Courses

Having identified a set of potential indexes, the next step was to identify which indexes would be useful in the formation of Army-wide criteria and in-service predictors. Additionally, the availability of these indexes from the Enlisted Master File, the Official Military Personnel File, and the Military Personnel Records Jacket needed to be explored. A description of the detailed investigation into each of the three records sources follows.

Enlisted Master File (EMF)

The EMF is an automated inventory of personal data, enlistment conditions, and military experience for every enlisted individual currently on the U.S. Army payroll. It contains a large number of variables for each individual ranging from pay grade to Skill Qualification Test (SQT) scores to appraisal ratings in the form of the Enlisted Efficiency Report (EER). A listing of the variables available from the EMF appears in Appendix A. A more complete description of the variables can be found in Wise, Wang, and Rossmeissl (1983).

Examination. An initial examination of the EMF was carried out in order to identify those variables judged to be indicative of performance. This was accomplished by reviewing in depth the EMF Users Guide and by interviewing several key Army personnel at MILPERCEN Headquarters, Alexandria, Virginia, who have knowledge of and/or responsibility for the EMF.

As a result of this examination, four EMF variables were identified as potentially useful for criterion purposes. They were (a) reason for separation, (b) reenlistment eligibility, (c) reenlistment eligibility bar, and (d) weighted Enlisted Efficiency Report (EER) score. With the exception of the weighted EER, these measures may more appropriately be considered outcomes that result from performance, rather than evaluations of performance per se. In theory, the EER variable on the EMF, which is a weighted average of a soldier's last five EERs, should be an excellent variable. As a practical matter, however, its usefulness may be limited. Since EERs are done only on soldiers in grades E5 and above, no more than a small percentage of first-tour enlisted personnel is likely to have had even one EER at the time of data collection. Second, in the past few years EER scores have tended to cluster at the maximum of 125. Thus, distinguishing effective from ineffective performers on the basis of EER scores may not be possible.

Of the preliminary list of measures presented in Table 1, information relevant to two additional variables is available from the EMF. Since the EMF contains a soldier's initial rank, entry date, current rank, and date of current rank, it is possible to compute a promotion rate, defined as grades advanced per year, for each soldier. Additionally, information exists on the date and type of last AWOL transaction. Thus, while neither the number of times an individual has been AWOL, nor the duration of each AWOL is available from the EMF, it is possible to assign soldiers to the dichotomous variable, "Has or Has Never Been AWOL."

Conclusions. While a number of administrative measures indicative of soldier effectiveness are potentially available from the EMF, an important consideration is the timeliness of this information. If, at the time of criterion data collection, only the preceding year-ending EMF is available, the

information could be so dated that it may be of only limited value. A more detailed presentation regarding the suitability of the EMF as a records source appears in a later section.

Additionally, information on awards, badges, letters and certificates of appreciation, achievement, and commendation, Articles 15, etc., does not exist on the EMF. Information of this type exists only in the individual soldier's Military Personnel Records Jacket (MPRJ), or the soldier's Official Military Personnel File (OMPF).

Official Military Personnel File (OMPF)

The OMPF is the permanent, historical, and official record of a member's military service. The information for enlisted personnel is maintained on microfiche that is located at the Enlisted Records and Evaluation Center (EREC), Fort Benjamin Harrison, Indiana. Updates/additions/corrections are to be forwarded to EREC in a timely manner, and, in addition, a standard updating is required each year during an individual's birth month (DA PAM 600-8). To explore the feasibility of obtaining administrative measures from the OMPF, four research steps were employed. These steps were:

(1) Examination of the Structure of the Official Military Personnel File

(2) Development of a Data Collection Instrument

(3) Sample Selection

(4) Data Collection and Analysis

Examination of the Structure of the Official Military Personnel File. There are three parts of the OMPF. Depending upon their purpose, documents are filed in one of the following three sections:

(1) The Service Fiche. This fiche includes service computation data and general administration data. The Active Army OMPF begins with the service fiche upon receipt of an accession packet. Thus, every active member will have this fiche. Documents authorized for filming on the service fiche are those that provide a historical record of a member's military service, aid in the effective management of a member's career, and protect the interest of both the member and the Army.

(2) The Performance Fiche. This fiche contains performance, commendatory, and disciplinary data that are used for evaluation and selection purposes. Documents are limited to those that provide evidence of demonstrated performance of either a positive or negative nature. The documents authorized for filing in the performance section of the OMPF are shown in Appendix B. As can be seen, these documents provided a good match with previously identified potential indexes of soldier effectiveness.

(3) The Restricted Fiche. This fiche contains historical data that may be unfavorable when the member is viewed by selection boards or

career managers. Documents are those necessary to maintain an unbroken record, to record investigations and appellate action, and to protect the interest of the member and the Army. Although the restricted fiche might contain administrative documents relevant to a soldier's effectiveness, because of its sensitive nature release of information on this fiche is controlled.

Development of a Data Collection Instrument. A data collection form that would allow for the recording of the administrative measures listed in Table 1 appears in Appendix C. The form was developed based upon a review of the relevant Army Regulations; interviews with records personnel at MILPERCEN Headquarters Management Support Division, Alexandria, Virginia; an examination of officer fiche at MILPERCEN HQ; and the data collection form used by ARI staff in the 193rd Infantry Brigade, Panama.

Sample Selection. Table 2 shows the sample of 19 MOS selected for inclusion in Project A (Human Resources Research Organization et al., 1983). A random sample of 25 enlisted personnel from each of the 19 MOS was selected from the FY82 Enlisted Master File tape. At the time of data collection, the soldiers had been in the service an average of 25 months.

The list of 475 names and their social security numbers (SSN) was passed to the Chief MILPERCEN Management Support Division for forwarding to the Enlisted Records and Evaluation Center (EREC), Fort Benjamin Harrison. Arrangements were made for personnel at EREC to pull the 475 microfiche packets and have them ready for the data collection team when they arrived.

Data Collection and Analysis. The examination of microfiche records was conducted by a combined team of four research staff members who conducted a 3-day site visit to EREC at Fort Benjamin Harrison.

Upon arrival at Fort Benjamin Harrison the data collection team was handed 414 microfiche packets. This represented 89% of the 466 packets that EREC personnel attempted to locate. A loss of nine names and SSN occurred when the list was transmitted from MILPERCEN HQ to EREC. Of the microfiche records that were found for individuals, each record in the packet was examined by a staff member and a variety of information was recorded using the records collection form. A summary of the major findings is as follows:

(1) Of the 414 microfiche packets that could be located, 278 contained only a service fiche while 136 contained both a service and a performance fiche.

(2) Of the 136 soldiers in the sample who had a performance fiche, 44 (32%) were prior service members. Of these 44 soldiers, 20 had an EER in their files. Six of the soldiers had 2 EER apiece for a total of 26 EER. The distribution of EER scores was:

Frequency	Score
13	125
3	123-124.9
5	121-122.9
5	<121

Table 2

Project A MOS

MOS	Title	CMF	APT Comp	Priority MOS	FY81 Accessions Total	Women	Blacks	Hispanic	Trainee Projections FY83	FY84	Expected Number Graduates[1]
* 05C	Radio TT Operator	31	SC	No	3175	585	898	119	2004	2200	1645
* 63B	Vehicle & Generator Mech	63	MM	No	4653	386	1178	242	5304	4402	4200
64C	Motor Transport Operator	64	OF	Yes	5440	774	1279	141	3706	5000	4484
* 71L	Admin Specialist	71	CL	No	4484	2744	1967	215	6191	4592	3859
13B	Cannon Crewman	13	FA	Yes	5783	0	2053	367	6092	3553	3572
91B	Medical Care Specialist	91	ST	Yes	3074	924	876	224	3761	unav	3621
*19E/K	Tank Crewman	19	CO	Yes	3233	0	604	188	3223	3261	2912
96B	Military Police	95	ST	Yes	6073	704	624	127	5720	5300	4373
11B	Infantryman	11	CO	Yes	7028	0	1128	367	12633	13710	11338
76Y	Unit Supply Specialist	76	CL	No	4565	1179	1998	283	6636	4091	3829
94B	Food Service Specialist	94	OF	No	3859	715	1416	125	5133	5157	4600
12B	Combat Engineer	12	CO	Yes	3707	0	716	147	844	2540	1845
16S	MANPADS Crewman	16	OF	Yes	691	0	208	27	797	1015	815
55B	Ammunition Specialist	55	GM	No	662	171	283	42	620	810	762
76W	Petroleum Supply Spec	92	CL	No	849	259	559	43	1373	1350	1234
54E	Chemical Operations Spec	54	ST	Yes	557	89	185	41	1012	1247	1068
67N	Utility Helicopter Rpr	67	MM	No	1032	33	68	29	572	465	470
51B	Carpentry/Masonry Spec	51	GM	No	602	6	136	14	120	483	341
27E	Tow/Dragon Rpr	27	EL	No	333	40	76	17	312	308	258
	Total				59800	8609	16001	2758	66052	59511	55306

[1] Weighted average of Trainee Projects (3 months of FY83 and 9 months of FY84) adjusted for expected school attrition (actual FY81 rates).

(3) A total of 52 Articles 15 were issued to the 136 soldiers who had a performance fiche.

(4) Sixty-three awards were received by the 136 soldiers. Forty-one of these awards were for completion of a training course.

(5) Twelve letters of appreciation/commendation appeared on the performance fiche.

(6) Of the 136 soldiers, 26 were credited with having attended a school. Two of these soldiers attended two schools apiece.

Conclusions. After examining the microfiche and the regulations governing their composition, as well as interviewing knowledgeable officials, a number of conclusions were reached. These conclusions are best expressed in terms of projected and actual outcomes:

Projected Outcomes--

(1) Performance data for 475 soldiers would be available.

(2) All 475 soldiers would be new, first-time soldiers in FY81.

(3) No Enlisted Evaluation Reports (EER) would be found.

(4) All authorized documents would appear on microfiche.

(5) Recording of information would be timely.

Actual Outcomes--

(1) Performance data were available for only 136 soldiers. This represented 29% of the original sample.

(2) Of the 136 soldiers who had performance information, 44 (32%) were prior service members.

(3) Since it was assumed that the sample was comprised of new, first-term soldiers, at the time of data collection individuals would not have been in the Army long enough to have had an EER. However, 26 EER were found among 20 soldiers, all of whom were prior service members.

(4) While the documents listed in Appendix B are authorized to appear in the performance section of the OMPF, a change to Army Regulation 640-10 some years ago requires written filing instructions for certain documents. For example, a letter of commendation will not routinely be forwarded for filming. It will be sent to EREC only if specifically directed to the Official Military Personnel File. Thus, it is possible for soldiers to have a number of documents in their Military Personnel Records Jacket that are authorized to appear on microfiche, but may not, because they were not directed to the OMPF.

(5) For grades below E5, which are the grade levels of enlisted personnel in the first major Project A data collection, there is an 8 to 12 month backlog from the time a personnel action is taken until the time that it appears on microfiche at EREC. The primary reason for this backlog is that for grades E5 and above microfiche are used by central promotion boards. Documents submitted for filming for these individuals take precedence over documents received for soldiers below the grade of E5.

Because of the limitations in the microfiche records, determination of the discrepancy in type, quantity, quality, and timeliness of information contained in a soldier's Military Personnel Records Jacket (201 file) and the information that exists in the OMPF was of vital importance. Thus, the next step was to determine the feasibility of developing criterion indexes from the MPRJ.

Military Personnel Records Jacket (MPRJ)

The Military Personnel Records Jacket (MPRJ) is an individual's personnel record (201 file). It is the primary mechanism for storing information about an individual's service record. Updates/additions/corrections to the file are made at the time of the action. Thus, it is the most complete and up-to-date record available. The MPRJ physically follows the individual wherever he or she goes and is normally located at the Military Personnel Office (MILPO) that serves the soldier's unit. To examine initially the suitability of the MPRJ as a records source, eight research steps were employed. These steps were:

(1) Examination of the Structure of the Military Personnel Records Jacket

(2) Development of a Data Collection Instrument

(3) Sample Selection

(4) Data Collection

(5) Data Reduction

(6) Preliminary Work File Creation

(7) Final Work File Creation

(8) Comparison of Data Availability: The MPRJ vs the OMPF and the EMF.

Examination of the Structure of the Military Personnel Records Jacket. There are two major sections that comprise the MPRJ. Depending upon their purpose, documents are filed in one of the following sections:

(1) Permanent Section. Documents filed in this section are usually maintained throughout the member's Army career. However, early removal of certain documents is sometimes authorized.

(2) Action Pending Section. Documents filed in this section are kept only until a specific action is finished. After final action, documents are removed or, if authorized, are filed in the Permanent Section.

In both sections, documents are filed in chronological order. The most recent paper is always placed on top of the older one.

Development of a Data Collection Instrument. In order to develop a data collection form that could be used for the recording of administrative measures extracted from 201 files it was necessary to conduct a detailed examination of the make-up of the MPRJ via reviews of relevant Army Regulations and interviews with knowledgeable Army personnel. Army Regulation (AR) 640-10, Individual Military Personnel Records, provided the basic reference document for this task, and information from previous contacts with personnel at the Recruiting Office (Alexandria, Virginia), the Military Entrance Processing Station (Baltimore, Maryland), and the Training Personnel Division (Fort Knox, Kentucky) aided in the clarification of the regulation. As a result of this work, an expanded list of potential indexes was compiled and Records Collection Form A (Appendix D) was developed. A field test of the form was conducted at Fort Belvoir, Virginia by the two records collection team leaders.

This hands-on experience with the MPRJ made apparent the need for further explanation and clarification. While AR 640-10 presented an ordered arrangement of documents authorized for filing in the MPRJ, a better understanding of the sequence--the steps involved in each documented action--was required. An Army regulation, pamphlet, or circular for each potential index was identified (Appendix E), and notes on the relevant sections were written. This review clarified many concerns, but it also created many questions about MPRJ entries. Army personnel at Enlisted Personnel Management (EPM), Alexandria, served as the primary source for elucidative information. In addition, EPM provided personnel contacts in other branches and departments to support the information search (Appendix F). Records Collection Form B (Appendix G) was then developed and another field test was conducted at Fort Belvoir.

The data collection of the second field test involved the team leaders and all team members. During the two days, information was extracted from 100 MPRJ. Twenty were recorded by all five researchers, and all others were recorded by at least two of the researchers. The day following the completion of data collection was spent with the research team members comparing entries in order to work out discrepancies, and discussing any modifications/changes that the form required. The goal was to produce a final form that could be used efficiently, unambiguously, and with consistency by each team that would be at different sites during the field data collection. The final Records Collection Form appears in Appendix H. In support of this goal, the need for a complete guideline to accompany the records collection form was identified (Appendix I).

Sample Selection. The main purpose for examining MPRJ was to evaluate their usefulness as a source of administrative actions that reflect Army-wide soldier effectiveness. An additional purpose was to determine whether significant differences in the frequency of administrative actions exist across MOS and posts. Accordingly, the plan was to collect records data from the MPRJ for a sample of 750 soldiers, 150 in each of five MOS at five Army posts.

The sampling plan necessitated knowing the location of soldiers so that the MOS x post matrix, shown in Table 3, could be constructed. Then the records of soldiers with certain characteristics, such as their MOS, sex, race, and months on active duty, could be name requested at the five sites. Since the available Enlisted Master File tape did not contain information about a soldier's location, a five-step process was required to select the sample for the MPRJ records collection. These steps were:

Step 1. Determination of MOS x post populations

Step 2. Determination of the proportion of MOS x post populations represented by FY81/82 accessions

Step 3. MOS x post projected populations

Step 4. MOS and post selection

Step 5. Interface with the Worldwide Locator Resolution Search System

Table 3

Goal of MPRJ Data Collection

Post	MOS 1	2	3	4	5	Total
A	30	30	30	30	30	150
B	30	30	30	30	30	150
C	30	30	30	30	30	150
D	30	30	30	30	30	150
E	30	30	30	30	30	150
	150	150	150	150	150	750

Step 1. A two-way table of the 19 MOS by 14 CONUS posts was constructed based upon manpower data supplied by the Army as of May 1983. The number in each cell represented the total number of soldiers in a MOS at a particular site. Since for this project the interest was only in FY81/82 accessions, these post population numbers needed to be adjusted to represent the population of interest.

Step 2. For each of the 19 MOS, worldwide populations were available from manpower data supplied by the Army, and FY81/82 accessions populations were available from the Project A data base. From these data the proportion of worldwide populations represented by the FY81/82 accessions was computed for each MOS (see Table 4). These proportions were then adjusted by multiplying by .80

to account for separations, time lags in recording, and so on. For example, if a particular MOS had a worldwide population of 19,822 and if 11,376 FY81/82 accessions held that MOS, the proportion represented by the FY81/82 soldiers would be .57; the adjusted proportion would be .46.

Table 4

Input for Determining MOS x Post Projected Populations

MOS	Proportion of FY81/82 Accessions in Worldwide MOS Proportion	Adjusted Proportion
05C	.58	.46
63B	.45	.36
64C	.64	.51
71L	.58	.46
76Y	.57	.46
91B	.47	.37
94B	.58	.46
95B	.63	.50
11B	.53	.43
12B	.60	.48
13B	.62	.50
16S	.60	.48
19K	.28	.22
19E	.57	.45
55B	.66	.53
76W	.56	.44
54E	.49	.39
67N	.59	.47
51B	.51	.41
27E	.62	.50

Step 3. MOS x post projected FY81/82 populations were calculated by multiplying the total number of soldiers in an MOS at each post by the adjusted proportion (see Table 4) of FY81/82 accessions for that MOS to determine the number who could be expected to be located at each post. For example, assume there were 71 MOS 05C at Fort Benning. Since .46 represented the proportion of 05C in the Army who were FY81/82 accessions, the number of 05C at each post was multiplied by .46. Thus, the number of 05C who had

enlisted in FY81/82 and who were currently located at Fort Benning would be projected to be 32 soldiers (71 x .46).

Step 4. Based upon projected populations, five posts that provided substantial numbers of soldiers in many of the MOS of interest were selected for inclusion in the MPRJ investigation. With the exception of MOS 19E/K, 55B, 51B, and 27E, any of the MOS would have provided large enough samples to have been included in the records collection. Since selection was based upon projected populations, six MOS were identified so that one could be dropped if actual populations turned out to be significantly lower than projected populations.

To strengthen the case for the generalizability of the records collection findings, MOS were chosen on the basis of their diversity. The MOS selected are shown in Table 5. Each MOS represented a different Career Management Field (CMF), a different ASVAB area composite, and a different cluster (prior to this effort, MOS had been clustered into homogeneous groups according to rated job content [Rosse, Borman, Campbell, & Osborn, 1983]). Additionally, each of the six MOS has a relatively large population in the Army and is well represented by blacks. Females are also well represented, with the exception of Infantryman (11B) and Vehicle and Generator Mechanic (63B).

Table 5

MOS Selected for Records Collection

MOS	Title	CMF	Aptitude Composite	Cluster	FY81 Accessions Total	Women	Blacks
05C	Radio TT Operator	31	SC	H	3175	585	898
11B	Infantryman	11	CO	G	7028	0	1128
63B	Vehicle & Generator Mech.	63	MM	D	4653	386	1178
64C	Motor Transport Operator	64	OF	P	5440	774	1279
71L	Admin. Specialist	71	CL	N	4484	2744	1967
91B	Medical Care Specialist	91	ST	O	3074	924	876

Step 5. Having identified a set of MOS and selected five sites, the next step was to generate a sample of soldiers. A tape was prepared that contained the names and SSN of every FY81/82 accession who was currently serving in the six MOS. The tape, which contained approximately 51,000 records, was sent to the Worldwide Locator Resolution Search System, Fort Benjamin Harrison, where location information, for each soldier, was merged onto the tape.

When the tape was returned, only the names and SSN of soldiers located at the five sites who entered the Army between 15 June

1981-15 November 1982 were retained. Since the records collection was to take place the first week in October 1983, the sample of soldiers would have been in the Army between 10 1/2 and 27 1/2 months, a slightly wider time band than will exist at the time of actual criterion data collections.

The actual MOS x post populations are shown in Table 6. While the numbers were somewhat smaller than projected, with the exception of MOS 63B, cell sizes were large enough to meet the criterion of 30 soldiers per MOS per site. Consequently, 63B was dropped from the sample of MOS to be examined.

Table 6

Actual MOS x Post Populations

Post	MOS						Total
	05C	11B	63B	64C	71L	91B	
A	182	505	126	199	252	207	1471
B	53	359	46	112	91	73	734
C	42	149	79	111	108	98	587
D	125	193	121	198	226	165	1028
E	56	196	29	134	74	82	571
Total	458	1402	401	754	751	625	4391

At each post, MPRJ are located at the Military Personnel Office (MILPO) that serves the soldier's unit. Larger posts typically have more than one MILPO; where this was the case, each MILPO was represented in the sample. The sampling plan is shown in Table 7. While 30 cases per cell were desired, 40 cases were requested to allow for separations and reassignments that might have occurred between the time location information was obtained and the data collection teams visited the sites.

Data Collection. The examination of Military Personnel Records Jackets was conducted by teams of two research staff members who conducted 2-day site visits to each of the five posts. Using the Records Collection Form (Appendix H) and accompanying Guidelines (Appendix I), the teams spent the 2 days extracting records data from the MPRJ that could be located from the 200 files requested at each site. Table 8 presents a breakdown of the number of MPRJ from which data were collected at each post.

Data Reduction. Of the 747 completed forms, 37 were usable but represented MOS other than the five MOS selected for investigation. Five forms were not usable owing to incorrect entries that could not be rectified. The 742 usable forms were divided into four Batches by MILPO as follows:

Table 7

Sampling Plan for MPRJ Data Collection

Post	MILPO		71L W	71L B	91B W	91B B	05C W	05C B	64C W	64C B	11B W	11B B
A	(1) (2) (3)	F	10	6	10	6	30	10	30	10	30	10
		M	15	9	15	9						
B	(1)	F	10	6	10	6	30	10	30	10	30	10
		M	15	9	15	9						
C	(1)	F	10	6	10	6	30	10	30	10	30	10
		M	15	9	15	9						
D	(1) (2) (3)	F	10	6	10	6	30	10	30	10	30	10
		M	15	9	15	9						
E	(1)	F	10	6	10	6	30	10	30	10	30	10
		M	15	9	15	9						
			White/Black by Female/Male				White/Black Females and/or Males				White/Black All Males	

Table 8

Number of Military Personnel Records Jackets Requested and Received at Each Post

Post	Number of MPRJ Requested	Number of MPRJ Received	Percent Received
A	200	153	77
B	200	159	80
C	200	133	67
D	200	156	78
E	200	146	73
Total	1000	747	75

Training Batch	145 = 51 (D-1) + 57 (A-3) + 37 (Other MOS)
Batch A	200 = 153 (B-1) + 47 (D-3)
Batch B	199 = 125 (C-1) + 47 (D-2) + 27 (A-1)
Batch C	198 = 137 (E-1) + 61 (A-2)

Batches were created to simulate actual field visits. All of the information collected from one MILPO appeared in one and only one Batch. A MILPO was never divided across Batches. Thus, coding could proceed in a fashion comparable to actual data collection, one MILPO at a time.

The three research staff members who were to code the completed Records Collection Forms spent one day in training. At that time, two activities were accomplished. First, using optical scanning sheets that had been developed previously, the three researchers jointly coded the 145 Training Batch forms. This allowed coders to become familiar with the coding sheets and procedure.

Second, the coders considered content extracted from letters, certificates, and Articles 15 in terms of 13 dimensions of soldier effectiveness that had been developed in previous research (Borman, Motowidlo, & Hanser, 1983). This research identified the following performance dimensions as relevant to all soldiers, regardless of their MOS:

A. Controlling own behavior related to personal finances, drugs/alcohol, and aggressive acts

B. Adhering to regulations, orders, and SOP and displaying respect for authority

C. Displaying honesty and integrity

D. Maintaining proper military appearance

E. Maintaining proper physical fitness

F. Maintaining own equipment

G. Maintaining living and work areas to Army/unit standards

H. Exhibiting technical knowledge and skill

I. Showing initiative and extra effort on the job/mission/assignment

J. Attending to detail on jobs/assignments/equipment checks

K. Developing own job and soldiering skills

L. Effectively leading and providing instruction to other soldiers

M. Supporting other unit members.

For guidance the coders were provided a booklet containing the definitions of effective and ineffective performance under each of the 13 dimensions, along with behavioral examples of such performance drawn from the earlier research (e.g., under Construct B, "Trainee of the week" and "Failure to report to place on time"; for Construct H, "Professionalism and proficiency displayed during ARTEP" and "Duty performance has not been such as to warrant promotion consideration"). The coders reached agreement on how to record behavioral examples from letters, awards, and so forth.

For purposes of assessing coder agreement, following the training session, the remaining three Batches were coded independently by each of the three coders in a Latin Square design. That is to say, the three Batches were coded in a different order by each coder. A finding of high agreement among coders would allow for the conclusion that one researcher per MPRJ would be sufficient to extract records data in future large-scale data collection efforts.

Preliminary Work File Creation. Upon completion of the coding, the OPSCAN sheets were read, fields were edited, and frequency distributions were generated for each field. Based upon these frequencies, a set of 38 variables was created. Seven of the variables were derived from the behavioral constructs, three reflecting effective performance and four reflecting ineffective performance. The remaining variables represented factual information categories. The variables are listed in Table 9. With these variables created for each case, at this point the 597 records that were independently coded by each of three coders contained three values for each of the 38 variables. Thus, the next steps were to examine coder agreement and create a final work file that contained one value per variable per case.

Coder agreement was assessed by two methods. Table 10 presents the correlations between coders and the average intercoder correlation for each of the 38 variables. As can be seen, the product moment correlations are, for the most part, consistently high, and generally above .90.

For the six variables where average intercoder correlations were lower than .90, four dealt with the assignment of the content of a letter, certificate, or Article 15 to a construct (G2V4011, G2V4012, G2V4013, G2V4023). In making these assignments, coders had only the preliminary definitions of constructs contained in their guidance booklets. It is anticipated that when definitions are refined, and rating scale points, anchored with behavioral examples of each construct, are available, correlations would improve to levels above .90. For the remaining two variables (G2V4014 and G2V4018), the distinction between Special Military Education and Civilian Credits was complicated by the fact that certain military courses were taken at or through civilian colleges and universities. In future data collections, military education will be counted as such, regardless of where courses were actually taken.

In Table 11, the means and results of a one-way analysis of variance performed on each of the 38 variables are presented. Once again the findings reflect high coder agreement. For the nine variables for which statistically significant coder differences were found, inspection of the means presented in Table 11 reveals differences among coders that are not at all alarming in size. For example, mean differences among coders of only .034, .018, .033,

Table 9

List of Created Variables

Variable Number	Description
G2V4001	Has SQI, ASI, or Language Identifier
G2V4002*	Is Working at Skill Level DMOS Higher/Lower than PMOS
G2V4003	Is Eligible to Reenlist
G2V4004*	Highest Grade Attained
G2V4005*	Current Grade
G2V4006	Never Demoted
G2V4007	Number of Awards
G2V4008	M16 Rating
G2V4009	Has EXP Grenade Rating
G2V4010	Number of Letters/Certificates
G2V4011	Cited for Exhibiting Technical Knowledge and Skill (Construct H & J)[a]
G2V4012	Cited for Physical and Mental Self-Development (Construct E & K)[a]
G2V4013	Cited for Constructs Other than E, H, J, and K[a]
G2V4014*	Has Had Special Military Education
G2V4015	Number of Military Training Courses
G2V4016*	Years of Civilian Education
G2V4017*	Has High School Diploma
G2V4018*	Has Earned Civilian Education Credits
G2V4019	Number of Articles 15/FLAG Actions
G2V4020	Has Been AWOL
G2V4021	Cited for Failure to Adhere to Rules and Regulations and Disrespect for Authority (Construct B)[a]
G2V4022	Cited for Failure to Control Own Behavior (Construct A)[a]
G2V4023	Cited for Construct Violations Other than Constructs A and B[a]
G2V4024	Number of Times Cited for Construct Violations (G2V4021 + G2V4022 + G2V4023)[a]
G2V4025	Number of Times Assigned Extra Duty
G2V4026	Has Had Punishment Suspended
G2V4027	Has Forfeited Pay
G2V4028	Has Been Restricted
G2V4029	Has Been Confined
G2V4030*	Initial Grade
G2V4031*	Change in Grade (G2V4005 - G2V4030)
G2V4032*	Time Period in Years Between First and Last Grade Change
G2V4033	Promotion Rate (Number of Grades Advanced per Year--G2V4031/G2V4032)
G2V4034	Has Received Punishment

Table 9 (continued)

Variable Number	Description
G2V4035	Has Received AAM
G2V4036	Has Received Air Assault Badge
G2V4037	Has Received Parachute Badge
G2V4038	Has Received Other Award

*Indicates an interim variable used only to define the actual variable. The interim variable was not used in subsequent analyses.

[a]See construct list in text. Construct definitions appear in Borman et al. (1983).

Table 10

Correlations Between Coders for Created Variables

Variable No.	Variable	C_1C_2	C_1C_3	C_2C_3	Average Intercoder r
G2V4001	Has SQI/ASI/LI	.95	.97	.96	.96
G2V4002	Has Different Skill Level--DMOS/PMOS	.98	.91	.92	.94
G2V4003	Is Eligible to Reenlist	1.00	1.00	1.00	1.00
G2V4004	Highest Grade Attained	.97	.98	.98	.98
G2V4005	Current Grade	.97	.97	.98	.97
G2V4006	Never Demoted	.89	.87	.98	.91
G2V4007	Number of Awards	1.00	1.00	1.00	1.00
G2V4008	M16 Rating	.97	.99	.97	.98
G2V4009	Has EXP Grenade Rating	.99	.99	1.00	.99
G2V4010	Number of Letters/Certificates	.97	.98	.99	.98
G2V4011	Number of Times Cited for Technical Knowledge and Skill	.89	.86	.87	.87
G2V4012	Number of Times Cited for Physical and Mental Self Development	.77	.76	.87	.80
G2V4013	Number of Times Cited for Other Constructs	.78	.70	.72	.73
G2V4014	Has Had Special Military Education	.81	.80	.93	.85
G2V4015	Number of Military Training Courses	.91	.95	.92	.93
G2V4016	Number of Years of Civilian Education	1.00	1.00	1.00	1.00
G2V4017	Has High School Diploma	.90	.91	.96	.92
G2V4018	Has Earned Civilian Education Credits	.75	.71	.89	.78
G2V4019	Has Received Article 15/FLAG	.99	.98	.98	.98
G2V4020	Has Been AWOL	.88	.84	.97	.90
G2V4021	Cited for Failure to Adhere to Regulations/Disrespectful	.87	.89	.94	.90
G2V4022	Cited for Failure to Control Own Behavior	.92	.92	.93	.92
G2V4023	Cited for Other Construct Violation	.86	.78	.89	.84
G2V4024	Number of Times Cited for Construct Violations	.97	.97	.99	.98
G2V4025	Has Received Extra Duty	.99	.99	1.00	.99
G2V4026	Has Had Punishment Suspended	.94	.93	.93	.93
G2V4027	Has Forfeited Pay	.99	.99	1.00	.99
G2V4028	Has Been Restricted	.99	.99	1.00	.99
G2V4029	Has Been Confined	.90	.95	.95	.93
G2V4030	Initial Grade	.99	.99	1.00	.99
G2V4031	Change in Grade	.96	.97	.98	.97

Table 10 (continued)

Variable No.	Variable	C_1C_2	C_1C_3	C_2C_3	Average Intercoder r
G2V4032	Number of Years First to Last Grade Change	.99	.99	.99	.99
G2V4033	Promotion Rate (Grades Advanced/Year)	.93	.94	.97	.95
G2V4034	Has Received Punishment	.98	.98	.99	.98
G2V4035	Has Received AAM	1.00	1.00	1.00	1.00
G2V4036	Has Received Air Assault Badge	1.00	.99	.99	.99
G2V4037	Has Received Parachute Badge	1.00	1.00	1.00	1.00
G2V4038	Has Received Other Award	1.00	1.00	1.00	1.00

n = 598.

Table 11

Means and Results of One-Way ANOVA for Created Variables

No.	Variable	Coder 1	Coder 2	Coder 3	F
G2V4001	Has SQI/ASI/LI	.135	.130	.136	1.13
G2V4002	Has Different Skill Level--DMOS/PMOS	1.036	1.034	1.030	1.41
G2V4003	Is Eligible to Reenlist	.887	.887	.884	-
G2V4004	Highest Grade Attained	2.431	2.432	2.435	<1
G2V4005	Current Grade	2.370	2.380	2.380	1.12
G2V4006	Never Demoted	.949	.956	.955	2.05
G2V4007	Number of Awards	.345	.345	.343	1.00
G2V4008	M16 Rating	1.728	1.741	1.721	4.13**
G2V4009	Has EXP Grenade Rating	.221	.224	.226	2.34
G2V4010	Number of Letters/Certificates	.368	.368	.370	<1
G2V4011	Number of Times Cited for Technical Knowledge and Skill	.238	.222	.256	4.39**
G2V4012	Number of Times Cited for Physical and Mental Self Development	.052	.060	.070	4.36**
G2V4013	Number of Times Cited for Other Constructs	.099	.110	.077	7.44**
G2V4014	Has Had Special Military Education	.044	.060	.062	7.48**
G2V4015	Number of Military Training Courses	.222	.263	.243	12.96**
G2V4016	Number of Years of Civilian Education	12.137	12.136	12.136	-
G2V4017	Has High School Diploma	.926	.937	.931	3.01*
G2V4018	Has Earned Civilian Education Credits	.039	.028	.032	2.16
G2V4019	Has Received Article 15/FLAG	.124	.122	.120	1.00
G2V4020	Has Been AWOL	.027	.030	.028	<1
G2V4021	Cited for Failure to Adhere to Regulations/Disrespectful	.074	.070	.072	<1
G2V4022	Cited for Failure to Control Own Behavior	.057	.055	.049	3.01*
G2V4023	Cited for Other Construct Violation	.050	.047	.047	<1
G2V4024	Number of Times Cited for Construct Violations	.229	.226	.221	1.58
G2V4025	Has Received Extra Duty	.089	.090	.090	1.00
G2V4026	Has Had Punishment Suspended	.064	.064	.065	<1
G2V4027	Has Forfeited Pay	.110	.112	.112	1.00
G2V4028	Has Been Restricted	.064	.062	.062	1.00
G2V4029	Has Been Confined	.017	.017	.018	<1
G2V4030	Initial Grade	.448	.442	.440	1.51
G2V4031	Change in Grade	1.919	1.936	1.940	2.97*

Table 11 (continued)

No.	Variable	Coder 1	Coder 2	Coder 3	F
G2V4032	Number of Years First to Last Grade Change	1.123	1.125	1.129	1.55
G2V4033	Promotion Rate (Grades Advanced/Year)	1.707	1.721	1.720	1.06
G2V4034	Has Received Punishment	.122	.125	.124	1.00
G2V4035	Has Received AAM	.109	.109	.109	-
G2V4036	Has Received Air Assault Badge	.064	.064	.062	1.00
G2V4037	Has Received Parachute Badge	.069	.069	.069	-
G2V4038	Has Received Other Award	.114	.114	.114	-

*P < .05.
**P < .01.

and .018 were found for variables G2V4011, G2V4012, G2V4013, and G2V4014, respectively. Not only are these differences relatively unimportant but, as just mentioned, the circumstances that produced the significant differences are not expected to influence future data collections.

Taken together, the results of the correlational analyses and the analyses of variance provide sufficient support for the conclusion that only one researcher will be needed to collect administrative measures from each Military Personnel Records Jacket in future large-scale data collection efforts.

Final Work File Creation. Two decision rules were used to obtain the desired one value per variable per case. For the dichotomous variables, a coder agreement rule was employed where majority ruled. For example, if all three coders had assigned a value of 1 for a variable, or if two out of the three coders had assigned a 1, a value of 1 was given to that variable. For the continuous variables, the assigned value was the average of the three coders rounded to the nearest whole number.

At this point, the 17-month time band was reduced to 13 months to more accurately reflect the time that soldiers in the actual FY83/84 first-tour data collection will be in the Service. Only those soldiers who entered the Army between 1 July 1981-31 July 1982 at an initial grade of PFC or less were retained. This reduced the sample from 597 to 553. Additionally, 97 of the 145 records used in the training session were those of soldiers in the five MOS, and were added to the sample. The result was a sample of 650 soldiers in the 11B, 05C, 64C, 71L, or 91B MOS who had been in the Army between 14 and 27 months.

Before turning to the main analyses performed on the administrative variables, a comparison of the availability of administrative indexes from the various records sources will be presented.

Military Personnel Records Jacket (MPRJ)--Official Military Personnel File (OMPF) Comparison

Using the Records Collection Form that was developed to extract records data from MPRJ, three research staff members spent 2 days at MILPERCEN HQ collecting records data from the OMPF of 292 soldiers. The 292 individuals represented a random sample of the 650 soldiers from whose MPRJ administrative records data had previously been collected. Thus, a comparison of the amount of information available from the two records sources was possible.

Presented in Table 12 is a comparison of the frequency distributions of selected administrative variables that were available from the MPRJ and the OMPF. As can be seen, the MPRJ was found to be a much richer source of administrative actions. The frequency of indexes such as "Number of Letters/Certificates" and "Number of Awards," when collected from the OMPF, was low enough that their usefulness as either criteria of soldier effectiveness or in-service predictors would be questionable. However, when these variables are collected from MPRJ, they contain sufficient variance to warrant consideration in the formation of criteria and in-service predictors. In the extreme case, information relevant to a soldier's reenlistment eligibility was not

Table 12

Frequency Distributions for Selected Variables: MPRJ/OMPF Comparison
(n = 292 soldiers)

Variable	Value	MPRJ (201 File)	OMPF (Microfiche)
Number of Letters/Certificates	0	218	287
	1	45	4
	2 or More	29	1
Number of Awards	0	209	262
	1	69	27
	2 or More	14	3
Has Received Article 15	No	258	278
	Yes	34	14
Has Been AWOL	No	286	290
	Yes	6	2
Has Had Special Military Education	No	270	288
	Yes	22	4
Is Eligible to Reenlist	Blank	41	292
	No	29	--
	Yes	222	--
Highest Grade Attained	PV1	1	237
	PV2	13	20
	PFC	156	17
	SP4/CPL	116	18
	SP5/SGT	1	--
	SP6/SSG	5	--
Change in Grade	-1	1	--
	0	19	278
	1	56	3
	2	135	2
	3	77	9
	4	2	--
	5	2	--

even available from the OMPF. Finally, an examination of the frequency distributions for the "Highest Grade Attained" and "Change in Grade" variables highlights the timeliness of the two records sources. Since promotion rate, defined as number of grades advanced per year, appears to be a promising variable, it is essential that a timely source be utilized to obtain a soldier's current rank and date of rank.

As previously mentioned, the MPRJ is the most complete and up-to-date record available. However, the extraction of records data from MPRJ is a rather labor-intensive effort.

Military Personnel Records Jacket (MPRJ)--Enlisted Master File (EMF) Comparison

While a number of potentially useful administrative variables are not available from the EMF, a number of indexes can be obtained from that source. The important consideration, however, is the timeliness of the information.

Presented in Table 13 are frequency distributions of selected variables collected from MPRJ that are also available from the EMF. As can be seen, unlike the MPRJ-OMPF comparison, there exists a rather high degree of correspondence between the MPRJ and EMF. It should be noted that the EMF was an FY83 end-of-year tape. The MPRJ data were collected during the second and third weeks in October 1983. Thus, MPRJ information was being compared to EMF entries that were, at most, 3 weeks behind the information in the field. Even in light of the 3-week difference, the correspondence between sources is impressive and highlights the benefits of having available current EMF information.

ANALYSES OF MILITARY PERSONNEL RECORDS JACKET (MPRJ) DATA

The primary objective of the examination of Army personnel records sources was to determine which administrative measures could be useful in the formation of criteria and in-service predictors of soldier effectiveness. Administrative measures were considered useful if they had sufficient variance, acceptable base rates, and significant and meaningful relationships with other measures. Accordingly, analyses were conducted in two stages:

(1) Identification of potentially useful administrative variables

(2) Examination of the relationships of those variables with other variables

Identification of Potentially Useful Administrative Variables

An important issue in the determination of the usefulness of criterion and predictor measures is the capability of discriminating between levels of effectiveness of job performance among personnel. If everyone gets about the same score on some measure of job performance, there is practically no variance on that measure, and it is therefore incapable of discriminating levels

Table 13

Frequency Distributions for Selected Variables: MPRJ/EMF Comparison
(n = 650 soldiers)

Variable	Value	MPRJ (201 File)	EMF (FY83 Ending)
Has Been AWOL	No	631	633
	Yes	19	17
Has Had Special Military Education	No	620	623
	Yes	30	27
Is Eligible to Reenlist	Blank	76	71
	No	57	52
	Yes	517	527
Initial Grade	Blank	1	2
	PV1	497	516
	PV2	76	68
	PFC	76	64
Current Grade	PV1	13	7
	PV2	32	14
	PFC	309	341
	SP4/CPL	290	282
	SP5/SGT	6	6
Promotion Rate	0	40	41
	1	136	112
	2	375	401
	3	98	96
	4	1	0

of job performance. Thus, a first step in determining the usefulness of the administrative variables collected from 201 files was to select those measures with an acceptable amount of variance. The frequency distributions for each administrative measure are presented in Table 14.

Since many of the variables are components of larger summary measures, the correlations among variables were also an important criterion for selecting useful administrative measures. The product moment correlations among the administrative variables are presented in Table 15.

In addition to the psychometric characteristics of the administrative measures, variables were selected with an eye toward current Army policies regarding the use of these indexes in reenlistment and promotion decisions. Thus, before describing the findings presented in Tables 14 and 15, a brief description of these policies is in order. Current Army reenlistment

Table 14

Frequency Distributions for Administrative Variables

Variable	Variable Number	Value	Frequency	Percent
Has SQI/ASI/LI	G2V4001	No	518	79.69
		Yes	132	20.31
Is Eligible to Reenlist	G2V4003	Blank	76	--
		No	57	9.93
		Yes	517	90.07
Never Demoted Indicator	G2V4006	No	25	3.85
		Yes	625	96.15
Number of Awards	G2V4007	0	436	67.08
		1	169	26.00
		2 or more	37	6.92
M16 Rating	G2V4008	Blank	37	--
		MKM	290	47.31
		SP5	183	29.85
		EXP	140	22.84
Has EXP Grenade Rating	G2V4009	No	490	75.34
		Yes	160	24.62
Number of Letters/Certificates	G2V4010	0	461	70.92
		1	113	17.39
		2 or more	76	11.69
Cited for Technical Knowledge and Skill (Construct H & J)	G2V4011	0	525	80.77
		1	83	12.77
		2 or more	42	6.46
Cited for Physical & Mental Self Development (Construct E & K)	G2V4012	0	609	93.69
		1 or more	41	6.31
Cited for Constructs Other Than E, H, J, and K	G2V4013	0	582	89.54
		1 or more	68	10.46
Number of Military Training Courses	G2V4015	0	484	74.46
		1	128	19.69
		2 or more	38	5.85
Has Received Article 15/FLAG Action	G2V4019	No	576	88.62
		Yes	74	11.38
Has Been AWOL	G2V4020	No	631	97.08
		Yes	19	2.92
Cited for Failure to Adhere to Regulations and Disrespect (Construct B)	G2V4021	0	608	93.54
		1 or more	42	6.49
Cited for Failure to Control Own Behavior (Construct A)	G2V4022	0	620	95.38
		1 or more	30	4.62

Table 14 (continued)

Variable	Variable Number	Value	Frequency	Percent
Cited for Construct Violations Other than A and B	G2V4023	0	625	96.15
		1 or more	25	3.85
Number of Times Cited for Construct Violations	G2V4024	0	554	85.23
		1	61	9.38
		2 or more	35	5.39
Has Received Extra Duty	G2V4025	No	595	91.54
		Yes	55	8.46
Has Had Punishment Suspended	G2V4026	No	611	94.00
		Yes	39	6.00
Has Forfeited Pay	G2V4027	No	583	89.69
		Yes	67	10.31
Has Been Restricted	G2V4028	No	610	93.85
		Yes	40	6.15
Has Been Confined	G2V4029	No	638	98.15
		Yes	12	1.85
Promotion Rate (Grades Advanced/Year)	G2V4033	0	40	6.15
		1	136	20.92
		2	375	57.69
		3	98	15.08
		4	1	.15
Has Received Punishment	G2V4034	No	574	88.31
		Yes	76	11.69
Has Received AAM	G2V4035	No	582	89.54
		Yes	68	10.46
Has Received Air Assault Badge	G2V4036	No	618	95.08
		Yes	32	4.92
Has Received Parachute Badge	G2V3037	No	559	86.00
		Yes	91	14.00
Has Received Other Award	G2V3038	No	584	89.85
		Yes	66	10.15

Table 15

Means, Standard Deviations, and Correlation Coefficients of Administrative Variables[a]

Var. No.	Variables	Mean	SD	V01	V03	V06	V07	V08	V09	V10	V11	V12	V13	V15	V19	V20	V21	V22	V23	V24	V25	V26	V27	V28	V29	V33	V34	V35	V36	V37	V38
V01	Has SQI/ASI/LT	.20	.40	-																											
V03	Eligible to Reenlist	.90	.30		-																										
V06	Never Demoted Indicator	.96	.19		.33	-																									
V07	Number of Awards	.40	.62	.45	.08	.65	-																								
V08	MI6 Rating	1.76	.80	.23		.30	.20	-																							
V09	EXP Grenade Rating	.25	.43	.31			.25	.08	-																						
V10	No. of Letters/Certificates	.41	.69				.18			-																					
V11	Cited: Tech Knowl. & Skill	.26	.57				.17			.80	-																				
V12	Cited: Phys & Ment Self Deve	.06	.24				.09			.44	.13	-																			
V13	Cited: Other Constructs	.10	.31							.58	.18	.20	-																		
V15	Military Training Courses	.31	.58	.49			.51	.18	.22	.11	.08	.10		-																	
V19	Received Article 15/FLAG	.11	.32		-.45	-.46	-.10								-																
V20	Has Been AWOL	.03	.17		-.32	-.30									.46	-															
V21	Cited: Failure Adhere to Regs	.06	.24		-.27	-.34									.71	.18	-														
V22	Cited: Failure to Control Behavior	.05	.21		-.17	-.15									.38		.15	-													
V23	Cited: Other Construct Violation	.04	.19		-.30	-.08			-						.23				-												
V24	No. Times Cited: Construct Violation	.20	.52		-.50	-.39	-.09								.84	.39	.71	.54	.45	-											
V25	Received Extra Duty	.08	.28		-.39	-.37									.80	.41	.55	.28	.20	.66	-										
V26	Had Punishment Suspended	.06	.24		-.30	-.22									.64	.23	.54	.38	.15	.59	.55	-									
V27	Forfeited Pay	.10	.30		-.42	-.38	-.08			-.08			-.08		.87	.45	.65	.38	.20	.78	.77	.66	-								
V28	Been Restricted	.06	.24		-.31	-.35							-.09		.69	.37	.51	.25	.18	.60	.75	.42	.67	-							
V29	Been Confined	.02	.13		-.34	-.21									.31	.18	.20	.19	.15	.39		.25	.37		-						
V33	Promotion Rate	1.82	.76		.16	.36									-.22	-.16	-.20			-.19	.18		-.19	-.20	-.12	-					
V34	Received Punishment	.12	.32		-.46	-.45									.94	.45	.70	.40	.23	.84	.84	.69	.93	.70	.38	-.22	-				
V35	Received AAM	.10	.31				.53			.10	.10																	-			
V36	Received Air Assault Badge	.05	.22				.25							.23	-.08													-.08	-		
V37	Received Parachute Badge	.14	.35	.74			.61	.22	.33	.10		.08		.61																-	
V38	Received Other Award	.10	.30	.15	.08		.59	.11		.17	.15		.12	.17									-.08			.08		.08		.20	-

a Only correlations significant at the .05 level appear in this table.

regulations (AR 601-280) consider a number of factors under a "whole person" concept when determining soldiers' reenlistment eligibility. These factors include:

- o Recent nonjudicial punishment of a serious nature (Articles 15)
- o Repetitive nonjudicial punishment of a serious nature (Articles 15)
- o Low aptitude area scores
- o Low educational achievement with pattern of disciplinary incidents
- o Low Enlisted Evaluation Report Weighted Average (EERWA)
- o Low Skill Qualification Test (SQT) scores
- o Slow grade progression resulting from marginal conduct/performance

Promotion policy as of FY84 requires the use of a comparable set of factors. Determination of a soldier's eligibility for promotion to grades E5 and above is made using a Promotion Point Worksheet (AR 600-200). A total of 1000 points is distributed as follows:

o Active federal service	100 points
o Time in grade	100 points
o Duty Performance (EER)	150 points
o Skill Qualification Test (SQT)	150 points
o Awards and decorations	50 points
o Individual training and civilian education	200 points
o Board interview and evaluation	250 points
	1000 points

Based upon the needs of the Army by grade and MOS, promotion point cutoff scores are established authorizing commanders to promote the best qualified soldiers Army-wide in each MOS.

For promotions from E1 to E4, Articles 15, FLAG actions, AWOL, and courts martial are formally considered in promotion decisions. Depending upon the number and severity of these actions, promotions can be blocked. Letters, certificates, awards, and courses completed are not formally used in promotion decisions at these levels. However, the feeling of Army personnel was that the person authorized to initiate a promotion would be aware of these positive indicators and therefore they could influence a promotion decision. In general, promotions from E1 to E4 are based on "hurdles." If a soldier doesn't receive any negative reports, the promotion process will proceed at the normal rate. If a soldier receives positive reports, he or she may, but not necessarily, receive accelerated promotion.

Based upon the information presented in Tables 14 and 15, which is described below, and the regulations governing reenlistment and promotion criteria, six variables were selected as potentially useful criteria and in-service predictors. The six measures were:

- o Eligible to Reenlist
- o Number of Letters/Certificates
- o Number of Awards
- o Number of Military Training Courses
- o Has Received Article 15/FLAG Action
- o Promotion Rate (Grades Advanced/Year)

Eligible to Reenlist. Inspection of Table 14 reveals that 10% of the sample was ineligible for reenlistment at the time of data collection. In addition to the acceptable amount of variance found for this measure, the factors considered in determining a soldier's reenlistment eligibility make this index a potentially excellent summary variable that can serve as both a useful criterion and an in-service predictor.

Number of Letters/Certificates. Of the soldiers sampled, 17% had one letter or certificate, and almost 12% had two or more. Although the original plan had been to group the administrative measures within the model of soldier effectiveness (Borman et al., 1983) and use Number of Times Cited for Constructs as variables, as can be seen in Table 14, base rates were too low. Additionally, as expected, the product moment correlations presented in Table 15 between the variables that reflected the content of letters and certificates (G2V4011-G2V4013) and the Number of Letters/Certificates Received variable by a soldier were quite high.

Since knowing whether a soldier had ever been recognized for outstanding performance was viewed as more meaningful than knowing whether recognition had occurred once or twice, a dichotomous variable, Has Received Letter/Certificate, was created. The likely impact that letters and certificates have on reenlistment and promotion decisions further establishes this variable as a potentially useful indicator of soldier effectiveness.

Number of Awards (e.g., Army Achievement Medal). Similar to the Number of Letters/Certificates variable, this summary variable also exhibited greater variance than its components viewed individually (G2V4035-G2V4038). Again, as expected from the part/whole relat onships involved, the correlations between Number of Awards and the variables representing each type of award were quite high. Since awards and decorations are used formally for promotion decisions to E5 and above, and likely are considered for promotions from E1 to E4, the index was transformed into a dichotomous variable, Has Received Award, and selected for further analyses.

Number of Military Training Courses (e.g., Drill Corporal Program, Patient Care Procedures). The weight given to training courses in promotion decisions and the finding that 20% of the sample had one training course and 6% had two or more courses made this a variable worthy of further examination. As before, it was viewed as more meaningful to know whether a soldier had or had not completed military training courses than knowing whether one or two courses had been completed. Therefore, a dichotomous variable Has Had Military Training Courses was created.

Has Received Article 15/FLAG Action. In addition to finding that 11% of the soldiers sampled had received an Article 15 or FLAG Action, this measure, as expected, was negatively correlated with positive indicators of performance. For example, correlations of -.45 and -.46 were found between this variable and Reenlistment Eligibility and the Never Demoted indicator, respectively.

Additionally, defining variables in terms of the assignment of negative indicators of performance (i.e., Articles 15 and FLAG Actions) to the dimensions of the model of soldier effectiveness resulted in very low base rates. Furthermore, the product moment correlations between the variables that reflected the content of the negative indicators (G2V4021-G2V4023) and the Number of Times Cited construct violation variable (G2V4024) were quite high. Thus, similar to the results obtained for the Number of Letters/Certificates variable, a Has Received Article 15/FLAG Action administrative measure was a better variable than any of the variables formed on the basis of the model of soldier effectiveness constructs.

Promotion Rate. In addition to the relatively normal distribution of promotion rates shown in Table 14, this variable's relationship with other measures was generally as expected. Positive relationships were found between Promotion Rate and Reenlistment Eligibility (r = .16), and the Never Demoted indicator (r = .36), whereas negative correlations were found with Number of Articles 15/FLAG Action (r = -.22) and Has Been AWOL (r = -.16).

As was the case with Reenlistment Eligibility, in addition to finding an acceptable amount of variance and expected relationships with other variables, the factors considered in making promotion decisions make this index a potentially excellent summary variable for distinguishing levels of effectiveness among soldiers.

Examination of the Relationship Between Administrative Measures and Available Independent Variables

This section describes the relationship between each of the selected administrative measures and a set of other variables available for the soldiers. The relationships were examined through stepwise multiple regression analyses. This technique allows determination of the significance of the relationships between a dependent variable (the administrative measure) and the independent variables (the measures listed below), while controlling for the effects of the independent variables already entered into the multiple regression equation. The independent variables are listed below in the same order in which they were allowed to enter the equations for each of the administrative measures.

Post.[1] As mentioned in the Introduction, a potential difficulty in using administrative measures as soldier effectiveness criteria is that the number of letters, awards, Articles 15, etc. that appear in a soldier's record may in part be influenced by factors beyond the soldier's control, such as the post to which a soldier is assigned.

MOS.[1] In addition to the impact that assignment to a particular post may have on the number of letters, Articles 15, etc. that a soldier receives, the MOS to which a soldier is assigned may have a comparable influence on the number and type of personnel actions that appear in a soldier's record. It should be noted that because the availability of many indexes varies as a function of MOS, data to be collected from the first major Project A cohort will be analyzed by MOS.

Armed Forces Qualification Test (AFQT) Score. This variable was included to determine which of the selected administrative variables are likely to be predictable criterion measures using current selection instruments.

Moral Waiver Accession. This variable identifies accessions who did not meet Army moral character enlistment standards, but were accepted after individual review and the granting of a moral waiver. It was included to see whether expected relationships would be found. For example, do moral waiver accessions receive more Articles 15?

Sex and Race. These variables were included to examine whether any administrative variables serving as soldier effectiveness criteria might have biasing effects on individuals of a particular sex or race.

The above independent variables were entered in the same order in the multiple regression equations whether or not they were significantly related to the given administrative measure. However, some of the independent variables did have significant relationships (significant F to enter) with particular administrative measures when controlling for the variables already in the equations. These were the Post, MOS, AFQT, and Sex variables (the Waiver and Race variables did not enter significantly into any of the equations). These results are discussed separately below for each of the administrative measures. Tables showing administrative measure/independent variable breakouts are given for those variables that significantly entered (at time of first entry) into the regression equation for the given administrative measure. The results of chi-square tests are also given in the tables. These tests essentially indicate whether the proportions of cases in the various category breakouts are equivalent (within sampling error) or whether they are different enough to be called statistically significant.

The Post, MOS, Moral Waiver, Sex, and Race variables are inherently categorical and naturally lend themselves toward administrative measure/independent variable breakouts. AFQT scores are continuous, however. While these scores could be used in their natural form in the stepwise multiple regression

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[1]In the multivariate analyses, four Post and four MOS dichotomous variables were used. These were defined by assigning a value of one (1.0) to a soldier if he/she was in a given Post or MOS and a value of zero (0) to the soldier, otherwise.

procedures, a categorical version of AFQT scores was needed when AFQT contributed significantly to the regression equation and subsequent analyses that examined the relationship between AFQT and an administrative measure were performed. Fortunately, a categorical version of AFQT scores already exists in the form of mental categories (MCAT). The percentile scores associated with each mental category are:

Mental Category	Percentile Scores
I	93-99
II	65-92
IIIA	50-64
IIIB	31-49
IVA	21-30
IVB	16-20
IVC	10-15
V	0-9

For this report, when AFQT/administrative measure breakouts were called for, individuals classified as MCAT I and II were compared with MCAT III and IV individuals on the administrative measure.

Reenlistment Eligibility

Presented in Table 16 is the contribution to the regression equation made by each variable when Reenlistment Eligibility was the dependent variable. Each row indicates the improvement in the prediction equation as the respective independent variable was added. These results indicate that, when controlling for the effects of the preceding variables, only the MOS variables enter into the equation significantly. In other words, the data do not support the hypotheses that reenlistment eligibility is dependent upon Post assignment, AFQT category, earlier moral waiver, sex, or race, but there is evidence that MOS status may impact on reenlistment eligibility.

Table 17 shows the percent eligible to reenlist in the five MOS investigated. These percentages ranged from a low of 84.4% for 64C to a high of 95.5% for 05C. However, the result of the chi-square test indicated that the proportions given in the table for the various MOS are not significantly different at the .05 level. This result is somewhat inconsistent with the results of the multivariate analysis cited above. (Such inconsistencies are not uncommon when somewhat different statistical tests are performed on relatively low variable relationships.) More definitive results could, perhaps, have been obtained with larger samples within the MOS and/or a larger number of MOS.

In any event, the apparent lack of strong relationships between reenlistment eligibility and the set of independent variables (they accounted for only 3.3% of the total eligibility variance) is encouraging. It signifies that reenlistment eligibility is not likely to be biased against one demographic group or another, especially if handled in future analyses as a within-MOS performance criterion.

Table 16

Summary Table for Stepwise Multiple Regression with Reenlistment Eligibility as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.092	.009	-	2.92
5-8	MOS[a]	.158	.025	.016	4.46*
9	AFQT	.172	.030	.005	2.72
10	Moral Waiver	.172	.030	.000	.00
11	Sex	.181	.033	.003	1.81
12	Race	.182	.033	.000	.29

*p <.05.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 17

Results of Chi-Square Analysis for Eligible to Reenlist x MOS

	11B	05C	64C	71L	91B	Total[a]
Eligible	108	106	81	102	120	517
Ineligible	15	5	15	13	9	57
Total	123	111	96	115	129	574
% Eligible	87.8	95.5	84.4	88.7	93.0	90.1

$\chi^2 = 9.34$, ns.

[a]Data were missing for 76 cases.

Has Received Letter/Certificate

The summary statistics for the stepwise multiple regression with Received Letter/Certificate as the dependent variable are presented in Table 18. These results indicate, on the one hand, that whether or not a soldier receives a letter or certificate may well be dependent in part upon the post, MOS, or sex of the soldier. On the other hand, the data do not support the hypotheses that receipt of letters or certificates is significantly related to the AFQT

category or race of the soldier or whether the soldier was given a moral waiver upon entry to the Army.

Table 18

Summary Table for Stepwise Multiple Regression with Has Received Letter/Certificate as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.190	.036	-	19.21*
5-8	MOS[a]	.274	.075	.039	21.75*
9	AFQT	.282	.080	.005	3.28
10	Moral Waiver	.289	.084	.004	2.76
11	Sex	.307	.094	.010	7.22*
12	Race	.307	.094	.000	.02

*$p < .05$.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 19 shows the percentage of soldiers at each of the posts that had received at least one letter or certificate. It can be seen that soldiers at Post A received considerably more letters/certificates than personnel at the four other posts. This finding was not totally unexpected, since the post administers considerable advanced and/or specialized training and the division involved traditionally encourages commanders to foster an esprit de corps within its units by frequently issuing letters and certificates of appreciation, commendation, and achievement. Thus the greater number of letters and certificates issued may, in part, reflect true differences between soldiers stationed at Post A compared with soldiers assigned to other posts.

Significant differences were also found between MOS for this variable. As seen in Table 20, the 71L and 91B MOS had a higher percentage of soldiers who had received a letter or certificate than the 11B, 05C, and 64C MOS.

To further explore the Post and MOS differences that were found, the variable was returned to its continuous state, and an analysis of variance was performed. The results were shown in Table 21. Significant Post, MOS, and Post x MOS interaction effects are shown. The Post and MOS significant differences could readily be expected on the basis of the earlier multiple regression and chi-square test results. To obtain some indication as to what aspects of the data might have contributed to the significant Post x MOS interaction, the mean number of letters/certificates received by soldiers in

Table 19

Results of Chi-Square Analysis for Has Received Letter/Certificate x Post

	A	B	C	D	E	Total
Yes	58	28	26	38	39	189
No	79	110	86	94	92	461
Total	137	138	112	132	131	650
% Yes	42.3	20.3	23.2	28.8	29.8	29.1

$\chi^2 = 18.75$, p, $\leq .05$.

Table 20

Results of Chi-Square Analysis for Has Received Letter/Certificate x MOS

	11B	05C	64C	71L	91B	Total
Yes	24	31	28	57	49	189
No	103	96	79	72	111	461
Total	127	127	107	129	160	650
% Yes	18.9	24.4	26.2	44.2	30.6	29.1

$\chi^2 = 22.63$, p, $\leq .05$.

Table 21

Analysis of Variance Summary Table for Number of Letters/Certificates

Source	df	SS	F
Post	4	11.24	6.45**
MOS	4	12.07	6.93**
Post x MOS	16	13.39	1.92*
Error	625	272.54	
Total	649	308.39	

* $p < .05$.
** $p < .01$.

each Post x MOS combination was obtained. These means are presented in Table 22.

Examination of the table shows that certain MOS at certain posts received considerably higher numbers of letters/certificates on the average than might have been expected on the basis of the Post and MOS overall averages. For example, infantrymen (11B) at Post A, motor transport operators (64C) at Post D, and administrative specialists (71L) at Post E received higher numbers of letters/certificates on the average than most other soldiers in their respective MOS or Posts.

As mentioned earlier, the stepwise regression analysis indicated that whether a soldier receive one or more letters/certificates may in part depend upon the soldier's sex. Table 23 presents the percent of male and female soldiers in the total sample and in three MOS (excluding 11B and 64C, which did not have any females) who received one or more letters/certificates. In each of these MOS, females received a higher percentage of letters/certificates than males did, although the chi square was significant only in the case of 91B.

These results for the potential criterion variable, Has Received Letter/Certificate, indicate that caution should probably be exercised in pooling this type of performance data across Posts, MOS, and males and females. There may well be factors (e.g., commanders' attitudes, filing practices) operating within specific locations with certain types of soldiers that affect the number of letters/certificates that appear in the soldiers' 201 files.

Has Received Award

Table 24 presents the summary statistics for the stepwise multiple regression with Received Award as the dependent variable. The Post, MOS, AFQT, and Sex variables entered into the equation with statistical significance. These results indicate that whether a soldier receives an award or not may well be a function of the Post, MOS, or Sex of the soldier, as well as his/her mental ability. The data do not support the hypothesis that awards are given to soldiers differentially by race.

The percentages of soldiers at each Post who received awards are given in Table 25. As was found for Letters/Certificates, compared with individuals at the other posts soldiers stationed at Post A were more often the recipients of awards.

Significant differences were also found between MOS for this variable. As can be seen in Table 26, this finding was largely due to the percentage of 11B soldiers who had received an award (57.5%). This finding, however, perhaps reflects the larger number of awards that are available for combat arms MOS, rather than true differences between 11B and other MOS.

The Post and MOS differences were examined further by converting this variable back to its continuous form. The results of the analysis of variance are presented in Table 27. As shown, significant Post, MOS, and Post x MOS interaction effects were found.

Table 22

Means and Standard Deviations of Number of Letters/Certificates for Interaction of Post x MOS

Post	11B			05C			64C			71L			91B			Total		
	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD
A	24	88	(.95)	28	.38	(.56)	27	.33	(.62)	29	.93	(.88)	29	.69	(.85)	137	.64	(.77)
B	26	.15	(.46)	29	.24	(.51)	22	.32	(.72)	27	.44	(.70)	34	.26	(.62)	138	.28	(.60)
C	20	.15	(.49)	16	.31	(.48)	23	.22	(.60)	22	.32	(.57)	31	.39	(.62)	112	.29	(.65)
D	25	.24	(.60)	29	.17	(.38)	17	.71	(.77)	25	.56	(.77)	36	.33	(.59)	132	.37	(.62)
E	32	.16	(.51)	25	.28	(.54)	18	.39	(.70)	26	.96	(.92)	30	.47	(.73)	131	.44	(.68)
Total	127	.31	(.60)	127	.27	(.49)	107	.37	(.68)	129	.66	(.77)	160	.42	(.68)	650	.41	(.66)

Table 23

Results of Chi-Square Analyses for Has Received Letter/Certificate x Sex

	Total Sample Excluding 11B & 64C)			05C			71L			91B		
	Sex			Sex			Sex			Sex		
	F	M	Total	F	M	Total	F	M	Total	F	M	Total
Yes	56	81	137	3	28	31	25	32	57	28	21	49
No	68	211	279	2	94	96	26	46	72	40	71	111
Total	124	292	416	5	122	127	51	78	129	68	92	160
% Yes	45.2	27.7	32.9	60.0	23.0	24.4	49.0	41.0	44.2	41.2	22.8	30.6
χ^2	11.96*			ns			ns			CHISQ = 6.20*		

*Significant at .05 level, using a two-tailed test.

Table 24

Summary Table for Stepwise Multiple Regression with Has Received Award as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.322	.104	--	63.20*
5-8	MOS[a]	.441	.194	.090	62.60*
9	AFQT	.469	.220	.126	21.21*
10	Moral Waiver	.469	.220	.000	.00
11	Sex	.475	.226	.006	4.41*
12	Race	.480	.230	.004	3.63

*$p < .05$.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 25

Results of Chi-Square Analysis for Has Received Award x Post

	A	B	C	D	E	Total
Yes	81	38	20	35	40	214
No	56	100	92	97	91	436
Total	137	138	112	132	131	650
% Yes	59.1	27.5	17.9	26.5	30.5	32.9

$\chi^2 = 58.71$, $p \leq .05$.

Table 26

Results of Chi-Square Analysis for Has Received Award x MOS

	11B	05C	64C	71L	91B	Total
Yes	73	32	39	29	41	214
No	54	95	68	100	119	436
Total	127	127	107	129	160	650
% Yes	57.5	25.2	36.4	22.5	25.6	32.9

$\chi^2 = 48.95$, $p \leq .05$.

Table 27

Analysis of Variance Summary Table for Number of Awards

Source	df	SS	F
Post	4	24.53	20.56**
MOS	4	22.73	19.05**
Post x MOS	16	12.05	2.52**
Error	625	186.49	
Total	649	245.80	

**$p < .01$.

Presented in Table 28 are the mean number of awards received by soldiers in each Post x MOS combination. As in the case of letters/certificates, certain MOS at certain posts received on the average numbers of awards that differed considerably from what might have been expected on the basis of the Post and MOS overall averages. For example, infantrymen (11B) at Post A had higher numbers, while infantrymen at Post C had lower numbers of awards than would be expected. Motor transport operators (64C) at Post B also had lower numbers of awards than might have been expected.

Comparisons with the Has Received Award variable yielded significant relationships with mental category and sex. As shown in Table 29, a higher percentage of MCAT 1 & 2 soldiers received an award than MCAT 3 & 4 soldiers. This relationship was significant for the total sample and for MOS 11B, 05C, and 91B. Only for the 64C MOS did the direction of the relationship vary. As

Table 28

Means and Standard Deviations of Number of Awards for Interactions of Post x MOS

	11B			05C			64C			71L			91B			Total		
Post	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD
A	24	1.38	(.49)	28	.50	(.51)	27	.96	(.81)	29	.59	(.68)	29	.45	(.63)	137	.75	(.62)
B	26	.58	(.58)	29	.34	(.48)	22	.14	(.35)	27	.07	(.27)	34	.29	(.52)	138	.29	(.44)
C	20	.25	(.55)	16	.13	(.34)	23	.30	(.56)	22	.18	(.39)	31	.13	(.34)	112	.20	(.44)
D	25	.52	(.65)	29	.10	(.31)	17	.35	(.61)	25	.16	(.37)	36	.39	(.60)	132	.30	(.51)
E	32	.91	(.82)	25	.16	(.47)	18	.44	(.62)	26	.27	(.60)	30	.20	(.48)	131	.41	(.60)
Total	127	.75	(.62)	127	.26	(.42)	107	.47	(.59)	129	.26	(.46)	160	.29	(.51)	650	.40	(.52)

Table 29

Results of Chi-Square for Has Received Award x Mental Category

	Total Sample			11B			05C			64C			71L			91B		
	MCAT			MCAT			MCAT			MCAT			MCAT			MCAT		
	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total
Yes	86	128	214	31	42	73	18	14	32	3	36	39	9	20	29	25	16	41
No	115	320	435	8	46	54	37	58	95	7	61	68	30	69	99	33	86	119
Total	201	448	649	39	88	127	55	72	127	10	97	107	39	89	128	58	102	160
% Yes	42.8	28.9	33.0	79.5	47.7	57.5	32.7	19.4	25.2	30.0	37.1	36.4	23.1	22.4	22.7	43.1	15.7	25.6
χ^2			12.68*			11.15*			2.92*			ns			ns			14.58*

*Significant at .05 level, using a one-tailed test.

can be seen in Table 30, a greater percentage of male soldiers, compared to females, had received an award. (Recall that just the opposite was found for letters and certificates.)

Since female soldiers tended to receive more letters and certificates on the average and male soldiers more awards, it was felt that combining the two variables might reduce the sex differentials involved. Also, as mentioned in the Introduction, a problem in using administrative measures as indicators of effectiveness is the issue of low base rates. Since Letters/Certificates and Awards are both means of recognizing performance, one way to improve the base rate of these two variables is to combine them into one composite, Has Received Letter/Certificate/Award, variable. When this was done, over 49% of the soldiers sampled had received at least one letter, certificate, or award. The results of the analyses performed on this composite measure follow.

Has Received Letter/Certificate/Award

Perhaps the most promising measure that resulted from the examination of Army personnel records was the combined Letter/Certificate/Award variable. Of the total sample of soldiers whose records were examined, 319 (49.2%) had received a letter, certificate, or award. In Table 31, it can be seen that after controlling for MOS and Post, a significant relationship existed between this variable and AFQT score that accounted for an additional 2.5% of the total variability of this index. Taken together, the high frequency of occurrence of this variable and its relationship with AFQT makes this variable a potentially very useful measure for distinguishing between levels of soldier performance. Additionally, as can be seen in the table, sex and race do not make significant contributions to the equation after AFQT is entered.

Table 32 shows the results for the chi-square analysis comparing the combined variable among the five posts. As expected, a significant relationship was found, with a greater percentage of soldiers at Post A receiving either a letter, certificate, or award, compared with enlisted personnel stationed at the other posts. As noted earlier, these findings reflect traditional division policy to encourage recognition.

Significant MOS differences were also found for this variable, as can be seen in Table 33. Once again, a greater percentage of soldiers in the 11B MOS had received at least one letter, certificate, or award.

Post and MOS effects were further explored by forming a continuous, Number of Letters/Certificates/Awards, variable. As can be seen in Table 34, the analysis of variance performed on this variable yielded significant Post, MOS, and Post x MOS interaction effects.

The mean Number of Letters/Certificates/Awards received by soldiers in each Post x MOS combination are shown in Table 35. Findings were comparable to those reported for Letters/Certificates and Awards when viewed separately.

Namely, infantry soldiers at Post A scored high on this index while infantrymen at Post C scored low. Administrative specialists (71L) at Post E, motor transport operators (64C) at Post D, and radio TT operators (05C) at

Table 30

Results of Chi-Square Analyses for Has Received Award x Sex

	Total Sample Excluding 11B & 64C)			05C			71L			91B		
	Sex			Sex			Sex			Sex		
	F	M	Total	F	M	Total	F	M	Total	F	M	Total
Yes	22	80	102	1	31	32	9	20	29	12	29	41
No	102	212	314	4	91	95	42	58	100	56	63	119
Total	124	292	416	5	122	127	51	78	129	68	92	160
% Yes	17.8	27.4	24.5	20.0	25.4	25.2	17.6	25.6	22.4	17.6	31.5	25.6
χ^2		4.58*			ns			ns			3.95*	

*Significant at .05 level, using a two-tailed test.

Table 31

Summary Table for Stepwise Multiple Regression with Has Received Letter/Certificate/Award as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.269	.072	--	42.04*
5-8	MOS[a]	.294	.086	.014	7.67*
9	AFQT	.334	.111	.025	17.89*
10	Moral Waiver	.334	.111	.000	.03
11	Sex	.334	.112	.001	.15
12	Race	.340	.116	.004	2.83

*Significant at the .05 level.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 32

Results of Chi-Square Analysis for Has Received Letter/Certificate/Award x Post

	A	B	C	D	E	Total
Yes	100	59	37	58	66	320
No	37	79	75	74	65	330
Total	137	138	112	132	131	650
% Yes	73.0	42.8	33.0	43.9	50.4	49.2

$\chi^2 = 46.57$, $p \leq .05$.

Table 33

Results of Chi-Square Analysis for Has Received Letter/Certificate/Award x MOS

	11B	05C	64C	71L	91B	Total
Yes	76	55	54	65	70	320
No	51	72	53	64	90	330
Total	127	127	107	129	160	650
% Yes	59.8	43.3	50.5	50.4	43.8	49.2

$\chi^2 = 9.56$, $p \leq .05$.

Table 34

Analysis of Variance Summary Table for Number of Letters/Certificates/Awards

Source	df	SS	F
Post	4	23.91	14.34**
MOS	4	8.50	5.10**
Post x MOS	16	11.94	1.79*
Error	625	260.61	
Total	649	304.96	

*$p \leq .05$.
**$p \leq .01$.

Table 35

Means and Standard Deviations of Number of Letters/Certificates/Awards for Interaction of Post x MOS

	11B			05C			64C			71L			91B			Total		
Post	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD	n	M	SD
A	24	1.29	(.46)	28	.61	(.50)	27	.96	(.71)	29	1.00	(.76)	29	.79	(.73)	137	.92	(.63)
B	26	.58	(.58)	29	.59	(.57)	22	.45	(.74)	27	.48	(.70)	34	.41	(.61)	138	.50	(.64)
C	20	.30	(.57)	16	.38	(.50)	23	.35	(.57)	22	.32	(.48)	31	.42	(.56)	112	.36	(.54)
D	25	.60	(.71)	29	.28	(.45)	17	.82	(.73)	25	.52	(.71)	36	.53	(.61)	132	.52	(.64)
E	32	.97	(.82)	25	.36	(.57)	18	.61	(.70)	26	1.00	(.85)	30	.47	(.68)	131	.69	(.72)
Total	127	.77	(.63)	127	.45	(.52)	107	.64	(.69)	129	.68	(.70)	160	.52	(.64)	650	.60	(.63)

Post B scored high relative to their MOS and Post status. Further exploration of these Post/MOS differences should be undertaken before deciding whether they reflect valid variance or are more the result of such extraneous factors as local practices in awarding such indices of merit and placing them in soldiers' 201 files.

Returning the variable to its dichotomous form, a significant chi square comparing the combined Letter/Certificate/Award variable and mental category for the total sample was found and is shown in Table 36. As expected, a significantly greater percentage of MCAT 1 & 2 compared to MCAT 3 & 4 soldiers had received a letter, certificate, or award. This was also true for the 11B and 91B MOS. Additionally, although not significant, the same directional relationship can be seen for the 05C and 71L MOS.

Has Had Military Training Courses

Another promising indicator of soldier effectiveness, Has Had Military Training Courses, exhibited a pattern of results comparable to the combined Letter/Certificate/Award index. Both the stepwise regression and the chi-square tests revealed significant relationships with the Post, MOS, and AFQT variables. As can be seen in Table 37, after controlling for MOS and Post effects, a significant relationship exists between AFQT score and Military Training Courses. However, after AFQT is entered into the regression equation, the contributions of sex and race to the total variability in this index are quite small.

Table 38 shows the percentage of soldiers at each Post that had had military training courses. As can be seen, a higher percentage of soldiers at Post A had had military training courses. Since, as noted earlier, specialized training is given at this post, the finding that a greater percentage of enlisted personnel at Post A had successfully completed at least one military training course may, in part, reflect true differences between soldiers assigned to various posts.

Significant MOS differences were also found for this variable, as shown in Table 39. A greater percentage of soldiers in the 11B MOS had completed a training course. Comparable to awards, this probably reflects the greater availability of training courses for combat arms MOS, rather than true differences between 11B and the other MOS concerning their respective abilities or motivation to complete training courses.

Chi-square analyses were also used to compare the dichotomous variable Has Had Military Training Courses with mental category. As expected, a greater percentage of MCAT 1 & 2 had had military training courses than MCAT 3 & 4. As shown in Table 40, the relationship was significant for the total sample and MOS 11B, and in the predicted direction for the 05C, 64C, and 91B MOS.

Has Received Article 15/FLAG Action

Table 41 contains the summary statistics for the stepwise multiple regression with has received Article 15/FLAG Action as the dependent variable.

Table 36

Results of Chi-Square Analysis for Has Received Letter/Certificate/Award x Mental Category

	Total Sample			11B			05C			64C			71L			91B		
	MCAT			MCAT			MCAT			MCAT			MCAT			MCAT		
	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total
Yes	119	200	319	32	44	76	25	30	55	4	50	54	22	42	64	36	34	70
No	82	248	330	7	44	51	30	42	72	6	47	53	17	47	64	22	68	90
Total	201	448	649	39	88	127	55	72	127	10	97	107	39	89	128	58	102	160
% Yes	59.2	44.6	49.2	82.1	50.0	59.8	45.5	41.7	43.3	40.0	51.5	50.5	56.4	47.2	50.0	62.1	33.3	43.8
χ^2			11.77*			11.56*			ns			ns			ns			12.41*

*Significant at .05 level, using a one-tailed test.

Table 37

Summary Table for Stepwise Multiple Regression with Has Had Military Training Courses as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.422	.178	--	104.11*
5-8	MOS[a]	.496	.246	.068	45.32*
9	AFQT	.522	.272	.026	19.84*
10	Moral Waiver	.522	.272	.000	.13
11	Sex	.525	.275	.003	2.34
12	Race	.526	.276	.001	.86

*$p < .05$.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 38

Results of Chi-Square Analysis for Has Had Military Training Courses x Post

	A	B	C	D	E	Total
Yes	73	42	12	14	25	166
No	64	96	100	118	106	484
Total	137	138	112	132	131	650
% Yes	53.3	30.4	10.7	10.6	19.1	24.6

$x^2 = 88.49$, $p \leq .05$.

Table 39

Results of Chi-Square Analysis for Has Had Military Training Courses x MOS

	11B	05C	64C	71L	91B	Total
Yes	60	35	19	21	31	166
No	67	92	88	108	129	484
Total	127	127	107	129	160	650
% Yes	47.2	27.6	17.8	16.3	19.4	24.6

$\chi^2 = 44.16$, $p \leq .05$.

Table 40

Results of Chi-Square for Has Had Military Training Courses x Mental Category

	Total Sample			11B			05C			64C			71L			91B		
	MCAT			MCAT			MCAT			MCAT			MCAT			MCAT		
	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total	1&2	3&4	Total
Yes	67	99	166	28	32	60	17	18	35	3	16	19	6	15	21	13	18	31
No	134	349	483	11	56	67	38	54	92	7	81	88	33	74	107	45	84	129
Total	201	448	649	39	88	127	55	72	127	10	97	107	39	89	128	58	102	160
% Yes	33.3	22.1	25.6	71.8	36.4	47.2	30.9	25.0	27.6	30.0	16.5	17.8	15.4	16.9	16.4	22.4	17.6	19.4
χ^2		9.20*			13.61*			ns			ns			ns			ns	

*Significant at .05 level, using a one-tailed test.

Only MOS, among the variables tested, first entered into the equation significantly (see Table 42 for a breakout by MOS). The general lack of dependence upon the entered variables (in total, they accounted for less than 3% of the variance) shows that receipt of an Article 15/FLAG Action may occur fairly uniformly across various enlisted demographic groups. However, the low base rate--only about 11% in the total sample--may limit the usefulness of this index as a performance criterion measure.

Table 41

Summary Table for Stepwise Multiple Regression with Has Received Article 15/FLAG as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.073	.005	--	1.95
5-8	MOS[a]	.140	.020	.015	4.83*
9	AFQT	.141	.020	.000	.14
10	Moral Waiver	.150	.023	.003	1.73
11	Sex	.153	.023	.000	.50
12	Race	.161	.026	.003	1.63

*$p < .05$.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F to first enter for the Post and MOS variables is the largest F achieved among the four component variables.

Table 42

Results of Chi-Square Analysis for Has Received Article 15/FLAG x MOS

	11B	05C	64C	71L	91B	Total
Yes	20	10	18	14	12	74
No	107	117	89	115	148	576
Total	127	127	107	129	160	650
% Yes	15.7	7.9	16.8	10.9	7.5	11.4

$x^2 = 9.51$, $p \leq .05$.

It is of interest that the data failed to provide support for the expected relationship between Moral Waiver accession and disciplinary actions. As can be seen in Table 41, after controlling for Post, MOS, and AFQT, the total predicted variance was increased by only .003 when Moral Waiver was added. The nonsignificant findings may, in part, have been due to the relatively small percentage of moral waiver accessions in the sample. Less than 9% of the soldiers whose records were examined were accessed with moral waivers.

Promotion Rate

Presented in Table 43 are the summary statistics for the stepwise multiple regression with Promotion Rate, defined as grades advanced per year, as the dependent measure. As can be seen, the multiple correlation of .18 accounted for only 3.3% of the total variability in this index. While it was somewhat unexpected to find a nonsignificant relationship between AFQT score and Promotion Rate, it is quite likely that this resulted from the artificial nature of the created Promotion Rate variable. Since not all of the soldiers sampled entered at the level of E-1, defining Promotion Rate as the number of grades advanced per year clouds interpretation of the findings. Since it is easier and requires less time to move from E-1 to E-3 than from E-3 to E-5, the fact that a soldier who entered at a level of E-1 advanced at the rate of two grades per year, and the soldier who entered at E-3 advanced only one grade probably says very little about the relative effectiveness of these two individuals as soldiers. The more appropriate comparison would be to compare the time needed to achieve each grade level for each soldier against what the Army considers a normal progression rate. Unfortunately, because of small sample sizes, this evaluation was not possible. This comparison will be done in future data collections, however, if resources permit.

As indicated in Table 43, after controlling for Post differences MOS entered the equation significantly. However, the univariate chi-square test of Promotion Rate/MOS did not prove to be significant (see Table 44). As in the case of Reenlistment Eligibility, more definitive results could, perhaps, have been obtained with larger samples within the MOS and/or a larger number of MOS.

In sum, this section has described the analytic steps that were taken to (a) identify administrative measures that could be useful in the formation of criteria and in-service predictors of soldier effectiveness, and (b) examine the relationships between those measures and other available variables. The relationships that were found to be significant in both the multivariate and univariate analyses are asterisked in Table 45. (These relationships are generally more likely to hold up in data from additional samples of enlisted personnel than relationships found significant in only the multivariate or univariate analysis or in neither.) The next section discusses inferences that can be made on the basis of these findings.

Table 43

Summary Table for Stepwise Multiple Regression with Promotion Rate as the Dependent Variable

Order Entered	Independent Variable	Multiple R	Multiple R^2	Increase in R^2	F to First Enter
1-4	Post[a]	.106	.011	--	2.98
5-8	MOS[a]	.140	.020	.009	3.94*
9	AFQT	.143	.021	.001	.52
10	Moral Waiver	.153	.023	.002	1.61
11	Sex	.164	.027	.004	2.11
12	Race	.182	.033	.006	3.57

*$p < .05$.

[a]The Post and MOS variables each consisted of four dichotomous variables. The F first enter for the Post and MOS variables is the largest F achieved g the four component variables.

Table 44

Results of Chi-Square Analysis for Promotion Rate (Grades Advanced/Year) x MOS

Grades Advanced	11B	05C	64C	71L	91B	Total
0	11	10	3	7	9	40
(%)	(8.7)	(7.9)	(2.8)	(5.4)	(5.6)	(6.2)
1	18	31	24	28	35	136
(%)	(14.2)	(24.4)	(22.4)	(21.7)	(21.9)	(20.9)
2	83	72	61	72	87	375
(%)	(65.4)	(56.7)	(57.0)	(55.8)	(54.4)	(57.7)
3 & 4	15	14	19	22	29	99
(%)	(11.8)	(11.0)	(17.8)	(17.1)	(18.1)	(15.2)
Total	127	127	107	129	160	650

$\chi^2 = 16.29$, ns

Table 45

Summary of Univariate and Multivariate Analyses of Administrative Variables

Administrative Measure	Post	MOS	MCAT	Moral Waiver	Sex	Race
Reenlistment Eligibility						
Letter/Certificate	*	*			*	
Awards	*	*	*		*	
Letter/Certificate/Award	*	*	*			
Military Training Courses	*	*	*			
Article 15/FLAG Action		*				
Promotion Rate						

*$p \leq .05$.

CONCLUSIONS AND RECOMMENDATIONS

The purpose of this report was to describe the steps that were taken to determine which of the administrative indexes that appear in Army personnel records could serve as useful criteria and in-service predictors of soldier effectiveness and to identify the most feasible method for obtaining those indexes. The results of this investigation are presented in three sections: (a) summary of findings, (b) immediate use of findings, and (c) recommendations for improved use of administrative measures.

Summary of Findings

An often cited shortcoming of using performance measures obtained from personnel records is the skewed distributions that result from measures that typically reflect only very good or very bad performance. This was found to be the case in this investigation as well. For example, when viewed individually, Army Achievement Medals, Air Assault BAdges, etc., have very low base rates, and thus skewed distributions. However, when combined into the dichotomous variable, Has Received Award, the base rate improved to a level where significant and meaningful relationships with other variables (e.g., AFQT score) became possible.

Similar results were found for Has Received Letter/Certificate and Has Had Military Training Courses. When letters or certificates of appreciation, achievement, or commendation were viewed independently, base rates were too low to permit significant relationships with other variables to be detected. However, when they were combined into composite indexes, significant relationships with other variables were found even though the measures were still somewhat skewed. Comparable results were found for individual training courses.

Perhaps the most promising index developed was the combined Letter/Certificate/Award measure. When soldiers were scored on this dichotomous measure as to whether they had ever received a letter, certificate, or award, a very respectable base rate emerged. Additionally, as expected, this index was significantly correlated with AFQT score. Moreover, it was not significantly related to sex or race.

The original strategy had been to consider the content of letters, certificates, Articles 15, etc., as critical incidents and to combine indexes that reflected the same underlying constructs. Analyses would then proceed on the constructs, rather than the index. When this was done, however, base rates did not show enough improvement to warrant further analysis at the level of constructs. The decision to create variables comprised of administrative indexes instead of performance examples followed the same general strategy, and produced the desired result. Composite index measures were created, base rates were improved, and significant and meaningful relationships with other variables were found.

While the attempt to create variables within the dimensions of soldier effectiveness (Borman et al., 1983) by collapsing across indexes met with less than optimal success, considerable merit exists in knowing the content of a letter, certificate, or Article 15. Knowledge of the content of "why" a soldier's performance received recognition or resulted in a disciplinary action will permit an evaluation of the convergent validity of other measures. For example, if a soldier received a letter of commendation for exhibiting outstanding technical skills, one would expect that soldier to receive a positive rating on that dimension. Similarly, if a soldier received an Article 15 for possession of marijuana, one would expect convergence between that information and the evaluation on the corresponding dimension. Finally, convergence would be expected between letters or certificates that recognized technical knowledge and scores on paper-and-pencil knowledge tests. Evaluations of this type, however, must await future data collections.

The usefulness of administrative measures was further established by demonstrating that even though the receipt of letters, awards, etc., is a function of the Post and MOS to which a soldier is assigned, significant partial correlations were found between these measures and AFQT score even after controlling for the variance attributable to Post and MOS. Thus, while opportunity bias existed, significant relationships were detected in spite of the differential opportunity to receive a letter, certificate, or award.

In summary, Has Received Award, Has Received Letter/Certificate, Has Received Letter/Certificate/Award, and Has Had Military Training Courses had acceptable base rates and yielded expected relationships with other variables. Since these indexes are currently considered in both promotion and reenlistment decisions, their classification as indicators of soldier effectiveness is appropriate.

While disciplinary actions are also considered in decisions concerning promotions and reenlistment eligibility, the Has Received Article 15 variable did not yield as promising a result. This was most likely not the result of this variable per se, which had an acceptable base rate, but rather the variables with which Articles 15 were being compared. There was no a priori reason to believe that significant relationships existed with AFQT score, sex,

or race, and none was found. Only Moral Waiver Accession was expected to be significantly related to occurrence of Articles 15. However, as previously mentioned, the small number of moral waiver accessions probably precluded detecting significant relationships. While findings were disappointing, this variable is undoubtedly an indicator of soldier effectiveness and will be retained for future criterion and in-service predictor work.

The lack of relationship of Reenlistment Eligibility and Promotion Rate with AFQT need not be viewed as a disappointment. Perhaps these performance measures are more related to noncognitive factors such as motivation, desire to make the Army a career, and the like. If that is the case, their general lack of relationships to the Post, Moral Waiver, Sex, and Race variables, and their relatively weak relationship with MOS are encouraging, since they apparently would not be biased against soldiers in one demographic group or another. These two variables should also be retained for future examination. Specifically, these summary variables, as well as their components, will continue to be monitored as both criteria and in-service predictors and used as input for composite criterion formation.

Immediate Use of Findings

When Reenlistment Eligibility and Promotion Rate are viewed as outcomes of effective or ineffective performance, the utility of administrative measures serving as in-service predictors is highlighted for two reasons. First, current Army policy considers such factors as training courses taken and completed, awards, letters, certificates, Articles 15, etc., in both promotional (AR 600-200) and reenlistment (AR 601-280) decisions. Second, accepting the premise that the best predictor of future behavior is past behavior, the consideration of these indexes is compatible with the objectives of the Army reenlistment program to reenlist, on a long-term basis, highly qualified personnel and the Army promotion system to

- Fill authorized enlisted spaces with qualified soldiers.
- Provide for career progression and rank that is in line with potential.
- Recognize the best qualified soldiers and attract and retain them for careers in the Army.
- Preclude promoting soldiers who are not productive or best qualified.

It is expected that a soldier who has received awards and certificates of commendation--that is, an effective soldier--will continue to receive this recognition; whereas a soldier who has received Articles 15, blocks to promotion, and bars to reenlistment--that is, an ineffective soldier--will continue to be the recipient of negative indicators of soldier effectiveness. While an assessment of the usefulness of administrative measures as predictors of future performance was beyond the scope of this investigation and must await future data collection efforts, some immediate use of the findings can be made, if only to assist in planning future Project A work.

All of the measures presented in this report are currently used in both reenlistment and promotion decisions. Additionally, the only complete and timely source of this information is the Military Personnel Records Jacket (201 file). Thus, it came as no surprise to discover that the 1000 Point Worksheet used in the promotion process is prepared from the MPRJ. Clearly, a systematic procedure for extracting and combining the information contained in the MPRJ is required. The regulations governing preparation of the 1000 Point Worksheet have accomplished this for promotions to E5 and above. However, the current process for promotions to grades below E5 is not nearly as systematic. While soldiers below the grade of E5 may not have been evaluated on certain measures, namely, Skill Qualification Tests (SQT) and Enlisted Evaluation Reports (EER), this report demonstrates that a number of indexes do exist at these levels that likely reflect soldier effectiveness. The combining of indexes such as letters, certificates, awards, Articles 15, etc., into an overall effectiveness index could result in a more reliable measure to be used in promotion decisions. Since soldiers in different MOS have varied opportunities to receive certain awards, different weights could be applied to the set of indexes for different MOS or CMF, if appropriate.

Future Project A work will explore various weighting approaches for combining the measures that will comprise the composite criterion measure. The administrative measures presented in this report represent only a subset of the measures that will make up the final composite index. Additional components include general and specific job knowledge tests, ratings of general soldiering and major MOS task areas, and hands-on tests.

While the use of administrative measures is consonant with the Project A multimethod approach to performance measurement, and while these indexes hold great promise as in-service predictors of second-tour performance, it must be asked whether the effort and expense of collecting these indexes are justified by the outcome.

The Military Personnel Records Jacket (201 file) is undoubtedly the most timely and richest source of administrative indexes. Because of the labor-intensive nature of extracting information from 201 files, however, alternative means for obtaining this information are certainly desirable. As previously described, for the indexes that are available from the Enlisted Master File tape, there was a high degree of correspondence between information on that tape and information collected from the individual 201 files. Thus, the benefits of having available current EMF information are obvious.

A number of the most promising variables are not available from the EMF, however. Accordingly, a self-report instrument will be developed and field tested. Asking soldiers to complete the self-report form and having research staff extract comparable information from the 201 files will permit a determination of the accuracy of the self-report. Assuming accurate self-report and an EMF update more frequently than once a year, the benefits to Project A and the Army of having administrative index information available for composite criterion formation far exceed the cost associated with collecting it.

Recommendations

Personnel decisions should ideally be based on a timely, accurate, and complete picture of a soldier's performance. In a system as large, complex, and widely distributed geographically as that of the U.S. Army, it is not an easy task to ensure that this ideal is achieved. However, some improvements to the present system may be possible. The Army is now using state-of-the-art computer technology and a telecommunications network to create an Enlisted Master File that can be "top fed" from MILPERCEN HQ or "bottom fed" through any SIDPERS (Standard Installation/Personnel System) around the country. It is our belief that the Army would benefit if all information used in personnel decisions were included in a format comparable to that which exists for information on the EMF. The findings of the present research can be used to help guide the formation of meaningful composite indexes.

Thus, when a soldier receives an award, takes a training course, receives an Article 15, etc., the relevant composite index could be quickly and easily updated on the soldier's record. The information would then be readily available to those who require it in order to make personnel management decisions. Not only would such a system complement information already in computerized form and provide a more complete picture of an individual soldier, but it would allow ready comparisons within and between groups of soldiers.

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Appendix A

Variables Available From the Enlisted Master File

Variables Available From the Enlisted Master File

Basic Identifying Information

E1SSN	Social Security Number
E1SSNPR	SSN, Previous
E1SNCTL	Control Date, SSN Change

Individual Background Data

E1SEX	Sex
E1RACE	Race
E1REDCAT	Racial/Ethnic Descent
E1EGPCD	Ethnic Group Designation
E1CLANG	Language Identity
E1CITIZ	Citizenship Status
E1DOB	Date of Birth
E1MARST	Marital Status
E1NRDEP	Number of Dependants
E1CIVED	Academic Education Level
E1MADCD	College Major
E1SRTD	State of Residence at Enlistment

Enlistment Conditions

E1ASVAB	All ASVAB Area Composite Scores
E1AFQSC	Armed Forces Qualification Test Score
E1AFQT	AFQT Group
E1DLAB	Defense Language Battery Score
E1PHYPR	Physical Profile
E1PHYCA	Physical Category
E1XFACT	Weight-Lifting Capacity
E1COMPT	Service Component
E1ENLOP	Enlisted Option Code
E1MORWA	Enlisted/Reenlistment Waiver
E1TERMS	Terms of Service or Enlistment
E1BASD	Basic Active Service Date
E1BONIN	Bonus Indicator
E1RPFLG	Recruiter Flag
E1RCRCD	Recruiter Code
E1PLOEN	State of Enlistment
E1TYPLA	Type of Last Accession
E1DATLA	Date of Last Accession
E1ETSDT	Date of Expiration of Last Term of Service

Variables Available From the Enlisted Master File (Cont.)

Basic Progress in the Army

E1GRTIT	Grade in Which Serving
E1DOR	Date of Rank
E1PAYGR	Paygrade
E1PAYSX	Paygrade & Sex
E1GRDDT	Date of Last Grade Change
E1BPEDT	Basic Pay Entry Date
E1GRDTT	Type of Last Grade Change
E1PROPT	Current Promotion Points
E1PROPDT	Current Promotion Points Date
E1PRVPT	Previous Promotion Points
E1PRVPDT	Previous Promotion Points Date
E1PROPA	Proficiency Pay Status
E1AITDT	AIT Graduation Date
E1PACE	Self-Paced AIT Flag
E1EERWA	EER Weighted Average
E1TUREL	Tour Eligibility
E1SECCLR	Personnel Security Clearance
E1SGTID	Drill Sergeant Qualification
E1ADPAY	Eligibility for Additional Pay
E1VEAP	Veterans Education Assistance Program Code

Performance in a Particular MOS

E1CMF	Career Management Field
E1PROS	Primary MOS
E1DMOS	Duty MOS
E1SMOS3	Secondary MOS Current (3-POS)
E1PMOTT	Type of Last PMOS Change
E1PMODT	Date of Last Change to PMOS
E1PGMOS	Primary Progression MOS
E1BOMOS	MOS of Bonus
E1PMOSH	Primary MOS, How Acquired
E1PQDES	Primary MOS, Skill Qualification Designator
E1DDSID	Additional Skill Indicator, Duty MOS
E1ADSID2	Additional Skill Indicator, Previous
E1ADSID3	Additional Skill Indicator, 2nd Previous
E1PQSCR	Primary SQT Score
E1PQPER	Primary MOS, Skill Qualification Percentile
E1PMOST	Primary MOS in Which Tested
E1PSQDT	Date of Last Change on PMOS Tested (SQT)
E1PMOST1	Primary MOS in Which Tested First Prior
E1PMOST2	Primary MOS in Which Tested Second Prior
E1PRQDT	Date of Previous Change in PMOS Tested
E1PRDES	Previous SQT Score
E1PRPER	Previous SQT%
E1SQDES	Secondary MOS SQT
E1SSQDT	SMOS SQT Date
E1SQSCR	SMOS SQT Score

Variables Available From the Enlisted Master File (Cont.)

Indicators of Attrition and Related Problems

E1CHSEP	Character of Separation
E1SPINIS	Separation Program Designator
E1SEPTT	Type of Last Separation
E1SEPDT	Date of Last Separation
E1DFRDT	Date of Last Drop from Rolls
E1DFRTT	Type of Last Drop From Rolls
E1STATU	Status of Last Status Code Change
E1STATT	Type of Last Status Code Change
E1LAWTT	Type of Last AWOL Transaction
E1LAWDT	Date of Last AWOL Transaction
E1AWODT	Date of Return from Last AWOL
E1AWOTT	Type of Last Return from AWOL
E1RMCTT	Type of Last Return to Military Control

Reenlistment Eligibility and Conditions

E1EREUP	Reenlistment Eligibility
E1EREUPP	Reenlistment Eligibility Bar
E1VRPMO	Selective Reenlistment Bonus MOS
E1VRMUL	Selective Reenlistment Bonus Multiplier
E1VRGRD	Selective Reenlistment Bonus Pay Grade
E1VRRDT	Enlistment/Reenlistment Bonus Date
E1VRPNR	Enlistment/Reenlistment Bonus Payment No.
E1VRTRM	Enlistment/Reenlistment Bonus Payment Term
E1PSVCI	Number of Times Enlisted/Reenlisted

Appendix B

Documents Authorized for Filing in the Performance Section of the Official Military Personnel File (OMPF)

Documents Authorized for Filing in the Performance Section of the Official Military Personnel File (OMPF)

PERFORMANCE SECTION (P)

- o EER for E6 and Above (DA-2166)
- o Service School Academic Evaluation Report (DA-1059)
- o Civilian Institution Academic Evaluation Report (DA-1059-1)
- o Senior Service College Academic Evaluation Report (DA-1059-2)
- o Documents Concerning Nonrated Periods in Evaluation Report Records

COMMENDATORY & DISCIPLINARY SECTION (CD)

- o Report of Academic Progress (128)
- o Recommendation for Award (DA-638)
- o Authorization of Issuance of Awards (DA-1577)
- o Certificate of Achievement (DA-2442)
- o Commendation Certificate (DA-2443)
- o Record of Proceedings Under Article 15 (DA-2627)
- o Administrative Letters of Reprimand, Admonitions, and Censures - Letters of a Nonpunitive Nature, Including Personal Indebtedness Cases
- o Letters of Reprimand Issued Under Article 15, UCMJ
- o Award Order
- o Copy of the Award When Not Included in the Order
- o Documents and Certificates That Award Badges, Service Medals, or Non-Army Awards for Which No Orders Are Published
- o Authorizations or Orders Regarding Foreign Decorations
- o Documents Concerning Posthumous Awards
- o Recommendations for Award When Disapproved or Downgraded
- o Certificates of Appreciation or Commendation
- o Letters/Messages of Appreciation, Commendation or Achievement
- o Documents Regarding the AWOL and Desertion Status of a Member
- o Documents Regarding a Member Dropped From the Rolls of the Army
- o Information Relating to Army Deserters Now Members of Another Service
- o Air Force Master Instructor Certificate (Special Weapons Training)
- o Certificate of Completion of a Military Sponsored School of 40 Hours or More in Duration
- o Physical Therapy Course Student Record
- o Transcripts of Credit From Civilian Colleges, Trade Schools, or Business Schools
- o Document Approving Removal From the Recommended for Promotion List
- o Letter of Failure to Complete an Army Service School Resident Course of Instruction
- o Court-Martial Promulgating Order

Appendix C

Microfiche Records Collection Form

Microfiche Records Collection Form

1. Descriptive

   a. Name _____ (Last Name Only) b. SSN _____

   c. MOS _____ d. RANK _____

---

2. Civilian School Performance (DA 1059-1)

   a. Number of courses: college ____ trade school ____ business school ____

---

3. Service School Performance (See attached DA 1059)

---

4. Commendatory & Disciplinary

   a. Number of awards b. Type of award(s) _____

   _____

   _____

   c. Number of letters of appreciation/commendation _____

   d. Number of letters of reprimand/admonitions _____

   e. Number of Articles 15 _____

   f. Number of AWOL/Desertions _____ g. Number of days AWOL _____

   h. Number of Recycles _____

---

5. Promotions

Grade	Date	Time Lost Days
_____	___/___	_____
_____	___/___	_____
_____	___/___	_____
_____	___/___	_____
_____	___/___	_____

SERVICE SCHOOL ACADEMIC EVALUATION REPORT

For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. SSN	3. GRADE	4. BRANCH	5. COMPONENT
			Gen	Det

6. COURSE TITLE	7. NAME OF SCHOOL

8. PERIOD OF REPORT (Year, Month, Day)	9. DURATION OF COURSE (Year, Month, Day)
From: Thru: [X]	From: To:

10. DID STUDENT SUCCESSFULLY COMPLETE THE COURSE?

☐ YES ☐ NO

(If No, explain reason in item 17.)

11. RECOGNITION FOR ACADEMIC EXCELLENCE

☐ DISTINGUISHED GRADUATE (Top Graduate)

☐ HONOR GRADUATE (2d thru 5th highest for courses with less than 100 students or top 5% if course has 100 or more students)

☐ COMMANDANT'S LIST (Upper 20%)

☐ OTHER AWARDS (List)

☐ NOT APPLICABLE

12. IS STUDENT IN LOWER 5% OF CLASS?

☐ YES ☐ NO

Explain "Yes" in item 17.

13a. IF AN MOS PRODUCING COURSE WAS COMPLETED,

ENTER MOS _____

b. CITE AUTHORITY FOR AWARD OF MOS

_____

14. DEMONSTRATED ABILITIES

a. *Writing Ability*

☐ NOT APPLICABLE ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. *Extemporaneous Speaking*

☐ NOT APPLICABLE ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. *Formal Oral Presentation*

☐ NOT APPLICABLE ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. *Contribution to Group Work*

☐ NOT APPLICABLE ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. *Evaluation of Student's Research Ability*

☐ NOT APPLICABLE ☐ UNSAT ☐ SAT ☐ SUPERIOR

(Explain "Not Applicable" and/or "Unsat" ratings in item 17)

PARTICIPATION IN ELECTIVES PROGRAM

SUBJECT (Major Field)	LEVEL UG	LEVEL GR	SCH	HOURS	PASS YES/NO	DEGREE
a.						
b.						
c.						
d.						
e.						
f.						

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO THE NEXT HIGHER SERVICE SCHOOL COURSE? (If appropriate)

☐ YES ☐ NO

("No" response must be supported by comments in item 17)

DA FORM 1059, 1 JUL 73

THIS FORM, TOGETHER WITH DA FORM 1059-1, 1 JUL 73, REPLACE DA FORM 1059, 1 MAR 59, WHICH IS OBSOLETE.

Appendix D

Records Collection Form A

PRELIMINARY RECORDS COLLECTION FORM A

IDENTIFICATION

ID# _____ PMOS(3) _____ BASD(Form 2A)_____ RECORDER _____.

LETTERS

(e.g., appreciation, commendation, reprimand, admonition)

#1 Subject _____ Date of Letter (YYMM) _____

Content _____

_____

#2 Subject _____ Date of Letter (YYMM) _____

Content _____

_____

#3 Subject _____ Date of Letter (YYMM) _____

Content _____

_____

#4 Subject _____ Date of Letter (YYMM) _____

Content _____

_____

****

PERSONAL COMMENTS

_____

_____

_____

_____

(Adapted from DA Form 1059)

SERVICE SCHOOL ACADEMIC EVALUATION REPORTS

DATE

3. GRADE	4. BR	5. SPECIALTY/MOSC

6. COURSE TITLE	7. NAME OF SCHOOL	8. COMP

9. TYPE OF REPORT	10. PERIOD OF REPORT (Year, month, day)	11. DURATION OF COURSE (Year, month, day)
☐ RESIDENT ☐ NONRESIDENT	From: Thru:	From: Thru:

12. PERFORMANCE SUMMARY

- *a. ☐ EXCEEDED COURSE STANDARDS *(Limited to 20% of class enrollment)*
- b. ☐ ACHIEVED COURSE STANDARDS
- *c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS
- *d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

**Rating must be supported by comments in ITEM 16.*

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?

☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

_____

_____

DATE

3. GRADE	4. BR	5. SPECIALTY/MOSC

6. COURSE TITLE	7. NAME OF SCHOOL	8. COMP

9. TYPE OF REPORT	10. PERIOD OF REPORT (Year, month, day)	11. DURATION OF COURSE (Year, month, day)
☐ RESIDENT ☐ NONRESIDENT	From: Thru:	From: Thru:

12. PERFORMANCE SUMMARY

- *a. ☐ EXCEEDED COURSE STANDARDS *(Limited to 20% of class enrollment)*
- b. ☐ ACHIEVED COURSE STANDARDS
- *c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS
- *d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

**Rating must be supported by comments in ITEM 16.*

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?

☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

_____

_____

ID _____

APPOINTMENTS & REDUCTIONS

GRADE	COMP	EFFECTIVE DATE	DATE OF ELIG./RANK

AWARDS & DECORATIONS
(e.g., award, badge, medal, certificate)

#1 Date awarded (YYMM) _____ Type _____

#2 Date awarded (YYMM) _____ Type _____

#3 Date awarded (YYMM) _____ Type _____

CIVILIAN ACADEMIC RECORD
(check included items)

DA Form 1059-1 _____ Other _____

Transcript(s) _____ _____

ENLISTED EVALUATION REPORT

(AR 623-205)

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
		1. Demonstrates initiative.
		2. Adapts to changes.
		3. Seeks self-improvement.
		4. Performs under pressure.
		5. Attains results.
		6. Displays sound judgment.
		7. Communicates effectively.
		8. Develops subordinates.
		9. Demonstrates technical skills.
		10. Physical fitness
		SUBTOTALS

RATER	INDORSER	B. PROFESSIONAL STANDARDS
		1. Integrity
		2. Loyalty.
		3. Moral courage
		4. Self-discipline
		5. Military appearance
		6. Earns respect
		7. Supports EO/EEO
		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
V		
Sum		
REPORT SCORE R + I ÷ 2) =		

MAXIMUM	
85	85
40	40
125	125
	125

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
		1. Demonstrates initiative.
		2. Adapts to changes.
		3. Seeks self-improvement.
		4. Performs under pressure.
		5. Attains results.
		6. Displays sound judgment.
		7. Communicates effectively.
		8. Develops subordinates.
		9. Demonstrates technical skills.
		10. Physical fitness.
		SUBTOTALS

RATER	INDORSER	B. PROFESSIONAL STANDARDS
		1. Integrity
		2. Loyalty
		3. Moral courage
		4. Self-discipline
		5. Military appearance
		6. Earns respect
		7. Supports EO/EEO
		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
IV		
Sum		
REPORT SCORE R + I ÷ 2) =		

ID _____

ARTICLES 15

#1 Date issued (YYMM) _____ Location _____

Violation of article(s) _____ _____ _____

if vio. art. 86 record duration _____

Punishment _____ _____

_____

_____

_____

#2 Date issued (YYMM) _____ Location _____

Violation of article(s) _____ _____ _____

if vio. art. 86 record duration _____

Punishment _____

_____

_____

_____

#3 Date issued (YYMM) _____ Location _____

Violation of article(s) _____ _____ _____

if vio. art. 86 record duration _____

Punishment _____

_____

_____

_____

INSERT SHEET TO DA FORM 2

RECORD OF COURT-MARTIAL CONVICTION

For use of this form, see AR 640-2-1; the proponent agency is the office of TJAG.

1. TYPE OF COURT MARTIAL	a. NUMBER	b. HEADQUARTERS	c. ARTICLE

2. SYNOPSIS OF SPECIFICATION AND DATE OF OFFENSE

3. SENTENCE AS APPROVED, INCLUDING DATE ADJUDGED AND DATE APPROVED *(after insertion, complete certification)*

4. ACTION ON SUPERVISORY OR APPELLATE REVIEW, INCLUDING HEADQUARTERS AND DATE *(after insertion complete certification)*

5. MODIFICATION, SUSPENSION, OR SETTING ASIDE OF TRIAL RESULTS *(insert action taken, headquarters and date) (after insertion, complete certification)*

6. SUSPENDED SENTENCE VACATED *(insert headquarters and date) (after insertion, complete certification)*

____ Court-Martial proceedings in Action Pending

(Adapted from DA Form 4126-R, 1 Apr 1975)

BAR TO REENLISTMENT CERTIFICATE (Face)

			DATE
	3. GRADE	4. ETS	5. DEROS
6. TOTAL ACTIVE SERVICE YRS MOS DAYS	7. CONDUCT	8. EFFICIENCY	

9. RECORD OF COURT-MARTIAL CONVICTIONS *(Indicate type, offense, sentence, date adj and app)*

10. RECORD OF NON-JUDICIAL PUNISHMENT *(Art 15) (Indicate offense, sentence and date)*

11. RECORD OF NON-PAYMENT OF JUST DEBTS *(Indicate dates of Letters of Indebtedness, Counseling, and Results)*

12. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY *(See para 1-34, AR 601-280*

ID _____

PREDICTOR INFORMATION

	Dates			Information Type
APRT	_____	_____	_____	_____
Markmanship	_____	_____	_____	_____
Grenade Results	_____	_____	_____	_____
Arms Qualification	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Appendix E

Expanded List of Administrative Measures Indicative of Soldier Effectiveness

Expanded List of Administrative Measures Indicative of Soldier Effectiveness

Potential Index	Regulation Reviewed
o Comparison of Skill Level of Primary to Duty MOS	AR 611-201
o Existence of Secondary MOS	
o Existence of SQI	AR 351-1 AR 611-201
o Existence of ASI	AR 351-1 AR 611-201
o Existence of Language Identifier	AR 351-1
o Record of SQT Score Within Past 12 Months	DA CIR 350-82-2 AR 500-200
o Type of Reenlistment Eligibility	AR 601-280 AR 680-29
o Type of Military Education Leadership Course	AR 351-1
o Level of Highest Civilian Education	AR 680-29
o Promotion Rate	AR 600-200
o Existence of Promotion Packet at E4	
o Number and Type of Awards/Badges	AR 672-5-1
o Record of Requalification Weapons Score Within Past 12 Months	
o Number and Type of Certificates of Achievement/ Appreciation/Commendation	AR 672-5-1
o Number and Type of Letters of Appreciation/Commendation	AR 672-5-1
o Number and Type of Letters of Reprimand/Admonition	AR 27-10
o Number of Additional Military Training Courses Completed	AR 351-1
o Number and Type of Correspondence Courses Completed	DA PAM 351-20
o Number of Additional Civilian Education Classes Completed	
o Course Summary and Abilities Ratings - Service School	AR 351-1
o Professional Competence and Standards Ratings and Summary Score of EER	AR 623-205
o Type, Sentence, Suspension, Vacation of Court-Martial	DA PAM 600-8
o Existence of Court-Martial Proceedings in Action Pending	DA PAM 600-8
o Reason for Bar to Reenlistment	AR 601-280
o Number and Duration of AWOL	AR 630-10
o Number of Violations, and Reason for Article 15	AR 27-10
o Reason for Flag Action	AR 600-31
o Number of and Reason for Disposition - Block to Promotion	

Appendix F

List of Branches/Departments Contacted in Information Search

List of Branches/Departments
Contacted in Information Search

Area of Interest	Branch/Department
o Skill Levels and Secondary MOS	SIDPERS Branch, Ft. Knox, KY
o SQI, ASI, and Language Identifier	Enlisted Personnel Management (EPM), Alexandria, VA
o SQT	HumRRO, Ft. Knox, KY Army Individual Training & Evaluation, Ft. Eustis, VA ISR Issuance, Ft. Eustis, VA POC, Ft. Belvoir, VA
o Reenlistment	EPM, Alexandria, VA Reenlistment, Ft. Knox, KY
o Military Education and Training	EPM, Alexandria, VA HumRRO, Ft. Knox, KY Medical Training, Ft. Houston, TX Administrative Training, Ft. Harrison, IN
o Civilian Education	EPM, Alexandria, VA
o Correspondence Courses	HumRRO, Ft. Knox, KY Army Extension Training, Ft. Eustis, VA
o Official Personnel Files - Promotions o Forms 2 and 2-1 - Awards/Badges	EPM, Alexandria, VA
o Weapons Qualification	Training Division, Ft. Knox, KY EPM, Alexandria, VA
o Certificates/Letters of Appreciation/Commendation	EPM & Awards Branch, Alexandria, VA AG Office, Ft. Bragg, NC
o Letters of Reprimand/Admonition o UCMJ o Court-Martial o AWOL/Desertion o Flag Actions o Article 15 o Dispositions o Bar to Reenlistment	JAG, Pentagon JAG Office, Ft. Knox, KY Office of General Counsel, Alexandria, VA EPM, Alexandria, VA ARI, Alexandria, VA
o SIDPERS	SIDPERS Branch, Ft. Stewart, GA
o ALPHA Roster	Training Division, Ft. Knox, KY EPM, Alexandria, VA AG Office, Ft. Stewart, GA
o APRT	Training Division, Ft. Knox, KY ARI, Alexandria, VA
o Basic Training and OSUT	Ft. Knox, KY
o Reception Station	Ft. Knox, KY
o MEPS	Baltimore, MD
o Recruiting	Alexandria, VA

Appendix G

Records Collection Form B

PRELIMINARY RECORDS COLLECTION FORM B

IDENTIFICATION

ID# _____ PMOS _____ DMOS _____ SMOS _____ BASD _____ RECORDER _____

REENLIST. ELIG. _____ SQT SCORE _____ DELAY IN SEP (2-A, II # 15)_____

APPOINTMENTS & REDUCTIONS (2-1 # 18)

GRADE	DATE OF ELIG./RANK

STANDARD PROMOTION RATE

E1	PV1	
E2	PV2	6mos.
E3	PFC	12mos./ser;4mos/gr
E4	SP4	24mos/ser;6mos/gr
E5	SP5	(PZ)36mos/ser;8mos/gr
	or	
	SGT	(SZ)24mos/ser;8mos/gr
E6	SP6	(PZ)84mos/ser;10mos/gr
	or	
	SSG	(SZ)60mos/ser;10mos/gr

AWARDS, DECORATIONS & CAMPAIGNS (2-1 #9)

(DO NOT RECORD: ASR, OSR, NPDR)

#1 TYPE _____ DATE AWARDED (YYMMDD) _____

#2 TYPE _____ DATE AWARDED (YYMMDD) _____

#3 TYPE _____ DATE AWARDED (YYMMDD) _____

ARMS QUALIFICATION (M16) _____ DATE (YYMMDD) _____
[Expert (EXP) Sharpshooter (SHS) Marksman (MKM)]

ARMS QUALIFICATION ( )_____ DATE (YYMMDD) _____

GRENADE RESULTS _____ DATE (YYMMDD) _____
[Expert (EXP) First Class (1C) Second Class (2C)]

(Adapted from DA Form 1059)

SERVICE SCHOOL ACADEMIC EVALUATION REPORTS

DATE

3. GRADE	4. BR	5. SPECIALTY/MCSC

6. COURSE TITLE ☐

7. NAME OF SCHOOL

8. COMP

9. TYPE OF REPORT
☐ RESIDENT
☐ NONRESIDENT

10. PERIOD OF REPORT (Year, month, day)
From: Thru: ☐

11. DURATION OF COURSE (Year, month, day)
From: Thru:

12. PERFORMANCE SUMMARY

*a. ☐ EXCEEDED COURSE STANDARDS
(Limited to 20% of class enrollment)

b. ☐ ACHIEVED COURSE STANDARDS

*c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS

*d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

*Rating must be supported by comments in ITEM 16.

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?
☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

DATE

3. GRADE	4. BR	5. SPECIALTY/MCSC

6. COURSE TITLE ☐

7. NAME OF SCHOOL

8. COMP

9. TYPE OF REPORT
☐ RESIDENT
☐ NONRESIDENT

10. PERIOD OF REPORT (Year, month, day)
From Thru: ☐

11. DURATION OF COURSE (Year, month, day)
From: Thru:

12. PERFORMANCE SUMMARY

*a. ☐ EXCEEDED COURSE STANDARDS
(Limited to 20% of class enrollment)

b. ☐ ACHIEVED COURSE STANDARDS

*c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS

*d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

*Rating must be supported by comments in ITEM 16.

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?
☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

EDUCATION & SCHOOLS

A.T COMPLETION (YYMMDD) _____ (Record only service courses after this date).

CIVILIAN EDUCATION & MILITARY SCHOOLS (2-1 #17)				
SCHOOL	MAJOR/COURSE/MOSC	DURAT	COMP	YEAR

Military Education

No. Correspondence Courses _____ Content Area _____

Certificate of Training: Title _____ Date (YYMMDD) _____

Certificate of Completion: Title _____ Date (YYMMDD) _____

Civilian Education

Any semester hours taken after entry and not shown in #17:

_____ Transcript
_____ DA 2496
_____ Certificate of Continuing Education
_____ Certificate of Completion

. Hours/Courses _____

Education Level Code (2-A,II #42)

Military _____ Civilian _____

ENLISTED EVALUATION REPORT

(AR 623-205)

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
		1. Demonstrates initiative.
		2. Adapts to changes.
		3. Seeks self-improvement.
		4. Performs under pressure.
		5. Attains results.
		6. Displays sound judgment.
		7. Communicates effectively.
		8. Develops subordinates.
		9. Demonstrates technical skills.
		10. Physical fitness.
		SUBTOTALS

RATER	INDORSER	B. PROFESSIONAL STANDARDS
		1. Integrity
		2. Loyalty.
		3. Moral courage.
		4. Self-discipline
		5. Military appearance.
		6. Earns respect
		7. Supports EO/EEO
		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
IV		
Sum		
REPORT SCORE (A + I ÷ 2) =		

MAXIMUM	
85	85
40	40
125	125
	125

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
		1. Demonstrates initiative.
		2. Adapts to changes.
		3. Seeks self-improvement.
		4. Performs under pressure.
		5. Attains results.
		6. Displays sound judgment.
		7. Communicates effectively.
		8. Develops subordinates.
		9. Demonstrates technical skills.
		10. Physical fitness.
		SUBTOTALS

RATER	INDORSER	B. PROFESSIONAL STANDARDS
		1. Integrity
		2. Loyalty.
		3. Moral courage.
		4. Self-discipline.
		5. Military appearance.
		6. Earns respect
		7. Supports EO/EEO
		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
IV		
Sum		
REPORT SCORE (A + I ÷ 2) =		

ID _____

LETTERS

#1 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Sign-off by (rank) _____ Different sign-off but same action as letter #_____

#2 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Sign-off by (rank) _____ Different sign-off but same action as letter #_____

#3 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Sign-off by (rank) _____ Different sign-off but same action as letter #_____

#4 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Sign-off by (rank) _____ Different sign-off but same action as letter #_____

INSERT SHEET TO DA FORM 2
RECORD OF COURT-MARTIAL CONVICTION

For use of this form, see AR 640-2-1; the proponent agency is the office of TJAG.

1. TYPE OF COURT MARTIAL	a. NUMBER	b. HEADQUARTERS	c. ARTICLE

2. SYNOPSIS OF SPECIFICATION AND DATE OF OFFENSE
3. SENTENCE AS APPROVED, INCLUDING DATE ADJUDGED AND DATE APPROVED *(after insertion, complete certification)*
4. ACTION ON SUPERVISORY OR APPELLATE REVIEW, INCLUDING HEADQUARTERS AND DATE *(after insertion complete certification)*
5. MODIFICATION, SUSPENSION, OR SETTING ASIDE OF TRIAL RESULTS *(insert action taken, headquarters and date) (after insertion, complete certification)*
6. SUSPENDED SENTENCE VACATED *(insert headquarters and date) (after insertion, complete certification)*

(Adapted from DA Form 4126-R, 1 Apr 1975)

BAR TO REENLISTMENT CERTIFICATE (Face)

			DATE
	3. GRADE	4. ETS	5. DEROS

6. TOTAL ACTIVE SERVICE YRS MOS DAYS	7. CONDUCT	8. EFFICIENCY

9. RECORD OF COURT-MARTIAL CONVICTIONS *(Indicate type, offense, sentence, date ad, and app)*
10. RECORD OF NON-JUDICIAL PUNISHMENT *(Art 15) (Indicate offense, sentence and date)*
11. RECORD OF NON-PAYMENT OF JUST DEBTS *(Indicate dates of Letters of Indebtedness, Counseling, and Results)*
12. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY *(See para 1-34, AR 601-280)*

#1 Date issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime _____ | Punishment

_____ | extra duty: _____

_____ | forfeiture: _____

_____ | restriction: _____

_____ | reduction: _____

_____ | confinement: _____

#2 Date Issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime _____ | Punishment

_____ | extra duty: _____

_____ | forfeiture: _____

_____ | restriction: _____

_____ | reduction: _____

_____ | confinement: _____

#3 Date Issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime _____ | Punishment

_____ | extra duty: _____

_____ | forfeiture: _____

_____ | restriction: _____

_____ | reduction: _____

_____ | confinement: _____

Appendix H

Records Collection Form

COOLBREEZE GENE R	240029200	MALE	BLACK	64C	811222	#078	FS24

RECORDS COLLECTION FORM

IDENTIFICATION

PMOS _____ DMOS _____ SMOS _____ SQT _____ DOT _____

REENLIST ELIG _____ EDUC. MIL _____ CIV _____

APPOINTMENTS & REDUCTIONS (2-1 # 18)

GRADE	DATE OF ELIG./RANK

_____ Promotion packet to E5 in Action Pending

AWARDS, DECORATIONS & CAMPAIGNS (2-1 #9)

(DO NOT RECORD: ASR, OSR, NPDR)

#1 TYPE _____ DATE AWARDED (YYMMDD) _____

#2 TYPE _____ DATE AWARDED (YYMMDD) _____

#3 TYPE _____ DATE AWARDED (YYMMDD) _____

ARMS QUALIFICATION (M16): EXP SPS MKM _____ DATE (YYMMDD) _____

GRENADE RESULTS: EXP 1C 2C _____ DATE (YYMMDD) _____

ARMS QUALIFICATION ( ) _____ DATE (YYMMDD) _____

LOCALLY DESIGNED CERTIFICATES

#1 FOR _____ DATE (YYMMDD) _____

#2 FOR _____ DATE (YYMMDD) _____

(Adapted from DA Form 1059)

SERVICE SCHOOL ACADEMIC EVALUATION REPORTS

DATE

3. GRADE	4. SR	5. SPECIALTY/MOSC

6. COURSE TITLE	7. NAME OF SCHOOL	8. COMP

9. TYPE OF REPORT	10. PERIOD OF REPORT (Year, month, day)	11. DURATION OF COURSE (Year, month, day)
☐ RESIDENT ☐ NONRESIDENT	From: Thru:	From: Thru:

12. PERFORMANCE SUMMARY

*a. ☐ EXCEEDED COURSE STANDARDS
(Limited to 20% of class enrollment)

b. ☐ ACHIEVED COURSE STANDARDS

*c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS

*d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

**Rating must be supported by comments in ITEM 16.*

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?

☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

_____

_____

DATE

3. GRADE	4. SR	5. SPECIALTY/MOSC

6. COURSE TITLE	7. NAME OF SCHOOL	8. COMP

9. TYPE OF REPORT	10. PERIOD OF REPORT (Year, month, day)	11. DURATION OF COURSE (Year, month, day)
☐ RESIDENT ☐ NONRESIDENT	From: Thru:	From: Thru:

12. PERFORMANCE SUMMARY

*a. ☐ EXCEEDED COURSE STANDARDS
(Limited to 20% of class enrollment)

b. ☐ ACHIEVED COURSE STANDARDS

*c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS

*d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

**Rating must be supported by comments in ITEM 16.*

14. DEMONSTRATED ABILITIES

a. WRITTEN COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. ORAL COMMUNICATION
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. LEADERSHIP SKILLS
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. CONTRIBUTION TO GROUP WORK
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. EVALUATION OF STUDENT'S RESEARCH ABILITY
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?

☐ YES ☐ NO ☐ N/A *(A "NO" response must be supported by comments in ITEM 16)*

Comments _____

_____

_____

EDUCATION & SCHOOLS

AIT COMPLETION (YYMMDD) _____ (Record only service courses after this date).

CIVILIAN EDUCATION & MILITARY SCHOOLS (2-1 #17)				
SCHOOL	MAJOR/COURSE/MOSC	DURAT	COMP	YEAR

Military Education: Any training/courses taken after entry and not shown in #17:

_____

_____

Correspondence Courses: Type of notice code, title, credit hours, evaluation, date

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

___ _____

Civilian Education

Any semester hours taken after entry and not shown in #17: No. Hours/Courses _____

_____ Transcript _____ DA 2496 _____ Cert. of Continuing Education _____ Cert. of Completi

(Adapted from DA Form 2166-6)

ENLISTED EVALUATION REPORT

(AR 623-205)

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
		1. Demonstrates initiative.
		2. Adapts to changes.
		3. Seeks self-improvement.
		4. Performs under pressure.
		5. Attains results.
		6. Displays sound judgment.
		7. Communicates effectively.
		8. Develops subordinates.
		9. Demonstrates technical skills.
		10. Physical fitness.
		SUBTOTALS

RATER	INDORSER	B. PROFESSIONAL STANDARDS
		1. Integrity
		2. Loyalty.
		3. Moral courage.
		4. Self-discipline
		5. Military appearance.
		6. Earns respect
		7. Supports EO/EEO
		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
IV		
Sum		
REPORT SCORE (R + I ÷ 2) =		

MAXIMUM	
85	85
40	40
125	125
	125

I. PERIOD OF REPORT					
FROM	YEAR	MONTH	THRU	YEAR	MONTH

J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES

RATER	INDORSER	A. PROFESSIONAL COMPETENCE
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		5. Military appearance.
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		SUBTOTALS

PART VI. SCORE SUMMARY		
PART	RATER SCORE	INDORSER SCORE
III		
IV		
Sum		
REPORT SCORE (R + I ÷ 2) =		

LETTERS

#1 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Directed to: _____ MPRJ _____ OMPF _____ No reference made

#2 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Directed to: _____ MPRJ _____ OMPF _____ No reference made

#3 Appreciation _____ Reprimand _____ Date of Letter (YYMMDD) _____

Commendation _____ Other _____

Content _____

_____

_____

Directed to: _____ MPRJ _____ OMPF _____ No reference made

CERTIFICATES OF ACHIEVEMENT, COMMENDATION, APPRECIATION

#1 DATE (YYMMDD) _____ CONTENT _____

_____

_____

#2 DATE (YYMMDD) _____ CONTENT _____

_____

_____

(Adapted from DA Form 2-2 1 Nov 1974)

INSERT SHEET TO DA FORM 2
RECORD OF COURT-MARTIAL CONVICTION

For use of this form, see AR 640-2-1; the proponent agency is the office of TJAG.

1. TYPE OF COURT MARTIAL	a. NUMBER	b. HEADQUARTERS	c. ARTICLE
2. SYNOPSIS OF SPECIFICATION AND DATE OF OFFENSE			
3. SENTENCE AS APPROVED, INCLUDING DATE ADJUDGED AND DATE APPROVED *(after insertion, complete certification)*			
4. ACTION ON SUPERVISORY OR APPELLATE REVIEW, INCLUDING HEADQUARTERS AND DATE *(after insertion complete certification)*			
5. MODIFICATION, SUSPENSION, OR SETTING ASIDE OF TRIAL RESULTS *(Insert action taken, headquarters and date) (after insertion, complete certification)*			
6. SUSPENDED SENTENCE VACATED *(Insert headquarters and date) (after insertion, complete certification)*			

____ Court-Martial proceedings in Action Pending

(Adapted from DA Form 4126-R, 1 Apr 1975)

BAR TO REENLISTMENT CERTIFICATE (Face)

			DATE
	3. GRADE	4. ETS	5. DERCS

6. TOTAL ACTIVE SERVICE YRS MOS DAYS	7. CONDUCT	8. EFFICIENCY

9. RECORD OF COURT-MARTIAL CONVICTIONS *(Indicate type, offense, sentence, date adj and app)*

10. RECORD OF NON-JUDICIAL PUNISHMENT *(Art 15) (Indicate offense, sentence and date)*

11. RECORD OF NON-PAYMENT OF JUST DEBTS *(Indicate dates of Letters of Indebtedness, Counseling, and Results)*

12. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY *(See para 1-34, AR 601-280)*

#1 Date issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime/Reason _____

_____

_____

_____

_____

_____

Punishment	SUSPEND	VACATE
extra duty:		
forfeiture:		
restriction:		
reduction:		
confinement:		
other action:		

#2 Date Issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime/Reason _____

_____

_____

_____

_____

_____

Punishment	SUSPEND	VACATE
extra duty:		
forfeiture:		
restriction:		
reduction:		
confinement:		
other action:		

3 Date Issued (YYMMDD) _____ Location _____

Violation of article(s) _____ _____ _____ _____

if vio. art. 86 record duration _____

Crime/reason _____

_____

_____

_____

_____

_____

Punishment	SUSPEND	VACATE
extra duty:		
forfeiture:		
restriction:		
reduction:		
confinement:		
other action:		

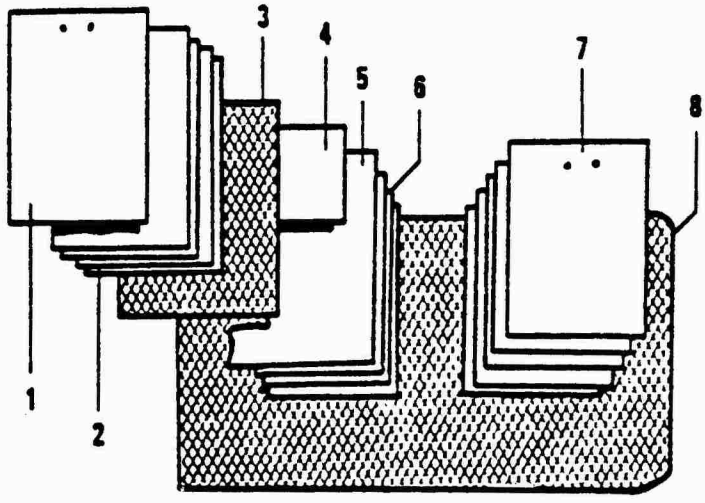
Appendix I

Guidelines for Records Collection Form

GUIDELINES FOR RECORDS COLLECTION FORM

TASK 4

NOTE: These guidelines are intended for use by data collectors who have been trained in MPRJ data extraction.



THE MPRJ OF A REGULAR ARMY MEMBER ON ACTIVE DUTY

KEY

1 - DA FORM 268 (IF APPLIES)

2 - ACTION PENDING DOCUMENTS

3 - DA FORM 201A BETWEEN ACTION PENDING AND PERMANENT SECTIONS

4 - DD FORM 93

5 - VA FORM 29 - 8286

6 - ALL OTHER PERMANENT DOCUMENTS

7 - TEMPORARY DOCUMENTS

8 - DA FORM 201

GUIDELINES FOR RECORDS COLLECTION FORM

GENERAL: The odd numbered pages are where most of the recording will be done. If no information appears for an item, leave the space blank.

COVER SHEET: given - NAME, SSN, SEX, RACE, MOS, BASD, ID, MILPO CODE
To be removed upon completion of data collection for each MPRJ.

IDENTIFICATION (p.1): All items should be available from 2A (computer sheet).

PMOS DMOS SMOS	5 character alpha-numeric with possibility of 4 additional characters
EDUC MIL/CIV	1 character alpha or numeric code each
REENLIST ELIG	2 character numeric or alpha-numeric code
SQT	100 maximum score
DOT(SQT)	date of test YYMM

NOTE: Sometimes SQT information has not been entered on 2A, but you may find an Individual Soldier Report (ISR) in the Action Pending section. If person took new format there will be an "interim score" near the top right of ISR; date tested is above that. If person took old format there will be a percentage score near the center of the report with date tested to the right of that. If person is E5 or above there should be a 10A in the Permanent section. This gives the final SQT score, which is what you want to record. SQT dates for our 5 MOS: 64C JAN 83-JUN 83 (old); 71L MAR 83-MAY 83 (new); 05C APR 83--JUN 83 (new); 11B JUN 83-AUG 83 (new); 91B not scheduled.

APPOINTMENTS & REDUCTION (p.1): Is located on 2-1 #18 (green card).

Record exactly the information you find, e.g., PV1 810715.

Check (✓) if there is a promotion packet in Action Pending section.

AWARDS, DECORATIONS & CAMPAIGNS (p.1): NOTE: Do not record ASR, OSR, NPDR.

Applies only to those awards listed below, excluding Certificate of Achievement. (The abbreviations we know are given.)

Record of an award will be in abbreviated form on 2-1 #9 (green card).

To find the date, you must look in the Permanent section. Can be on a separate letter, form, or certificate, or can be included in orders. If latter, person's name is usually highlighted, checked, or underlined. (The award of the Army Commendation Medal is usually shown in orders.)

DSM	Distinguished Service Medal		Parachutist Badge
LM	Legion of Merit		Divers Badge
SM	Soldier's Medal		Explosive Ordnance Disposal Badge Permanent Awards P.
BSM	Bronze Star Medal (Valor or Merit)		Pathfinder Badge
	Defense Meritorious Service Medal		Aircraft Crewman Badge Permanent Awards P.
MSM	Meritorious Service Medal		Nuclear Reactor Operator Badge
AM	Air Medal. Valor or Merit)		Ranger Tab
	Joint Service Commendation Medal		Driver and Mechanic Badge
ARCOM	Army Commendation Medal. Valor or Merit		Air Assault Badge
	Foreign Decoration (Individual Award or Decoration.		Drill Sergeant Identification Badge
AAM	Army Achievement Medal		US Army Recruiter Badge
PH	Purple Heart		Expert Marksmanship Qualification Badge
CIB	Combat Infantry Badge		(Most recent score on individual weapon P.)
CMB	Combat Medical Badge		Campaign Star Battle Star
	Good Conduct Medal		Certificate of Achievement DA Form 2-1
EIB	Expert Infantry Badge		
EFMB	Expert Field Medical Badge		

Arms Qualification will be in same box near the bottom. The marksmanship level and date will be shown. The levels given on our form are regulation codes. Circle the recorded level. (Assume the following: EX=EXP; SS, SH, & SHS=SPS; MM & MK=MKM.) If a score or "NQ" is given, record it in the blank.

Grenade Results will be in same location as above. The levels given on our form are regulation codes. Circle the recorded level. (Assume EX=EXP; make no other assumptions.) Record different entries on the blank. Copy date.

In same location a different weapon's qualifications may be given; copy as shown with name of weapon; include date.

LOCALLY DESIGNED CERTIFICATES (p.1):

Are recognition for acts not covered by the Certificate of Achievement, Commendation, or Appreciation, e.g., honor graduate status, soldier of the month, selection as commander's orderly, high or perfect SQT, high or perfect APRT, training exercise. These will be found in the Permanent section.

SERVICE SCHOOL EVALUATION REPORTS #1059 (p.2): Instructions are included in next section.

EDUCATION & SCHOOLS (p.3):

AIT Completion Date is determined by looking inside 2-1 (green card) Section VII #35; finding column "Duty MOSC" and moving down it until you find MOS with skill level "1" in 4th position; moving directly left under column "Effective Date" and copying that date.

EFFECTIVE DATE	DUTY MOSC
810615	71L00
810815	71L00
811215 ◄	71L10

On 2-1 #17 (green card) look for any schools or courses taken after the above date. This is not always easy because only year is recorded in #17. If something is entered that looks like a possibility, you must peruse the Permanent section for a complete date from which to judge. It may be in the form of a certificate of training or a diploma. REMEMBER - you are trying to determine whether to use an entry in #17, not copying the certificate or diploma you find verifying the entry.

For those certificates and/or diplomas which refer to training courses taken after AIT but not listed in #17, record on the blanks under Military Education.

Do not record SIDPERS User Manual Training Course.

Record GED earned after entry.

A person who has completed a service school should have a #1059 in the Permanent section. Record the identifying information and evaluations on page 2 of our form.

Correspondence Courses will be found in Action Pending section (subcourses) until a Program of Instruction (POI, course) has been completed. This will be found in the Permanent section.

Use the following for "Type of Notice" code (should correspond to the box that has X in it):

A. enrollment notice	G. reexamination deficiency
B. phase completion notice	H. SSN correction notice
C. term of enrollment	I. subcourse completion notice
D. retirement point credit notice	J. reissue of failed subcourse notice
E. exemption notice	K. waiver notice
F. unavailability of subcourse	L. course completion notice
	M. 90 day warning notice

Record course title, number of credit hours, evaluation, and date.

Civilian Education which has not resulted in a degree, etc., is entered in pencil near the bottom of 2-1 #17. Record entry unless work was obviously done prior to entry into service; use AIT completion date as a guide. If year is the same, look for supporting documentation in Action Pending or Permanent sections.

AIT Completion Date 820811					
Tabor Coll	Health	1 yr	32SH	81	(obviously prior)
NVCC	Health		12SH	82	(must check further)
NECI	Health		6SH	83	(obviously after)

Record CLEP and DANTES entries.

Do not record a string like this:

MATH/SCI/BIO/CHEM/GEO, which has no other information entered.

ENLISTED EVALUATION REPORT #2166-6 (p.4):

Should exist in Permanent section for a person at E5. Information called for on our form comes from front and back of #2166-6.

LETTERS (p.5): Usually in the Permanent section, but can be in Action Pending.

There should be a SUBJECT line at the top that will indicate the type of letter. If not, read the first line of the body to determine, e.g., "I want to commend you ...," or "I congratulate you on...." "Others," that we know of, can be congratulations, admonition, and censure.

Beside the type of letter write the signer's rank, e.g., Appreciation CPT.

Copy the date.

Read the body to summarize the content.

Check (✓) if letter is directed to MPRJ and/or OMPF, or if no direction for filing is given.

If there is another letter(s) with the same content, the only additional recording needed is signer's rank. If SUBJECT is the same, make a slash (/) after first signer's rank and add rank of second letter, and so on, e.g., Appreciation CPT/MAJ/GEN. If SUBJECT is different, then record rank in the appropriate space.

CERTIFICATES OF ACHIEVEMENT, COMMENDATION, APPRECIATION (p.5):

Will always be so labeled and located in the Permanent section.

Record date and a summary of the reason for award of the certificate.

RECORD OF COURT-MARTIAL CONVICTION #2-2 (p.6):

Will be inserted in 2-1 (green card).

Record any information entered in items #1-6.

Check (✓) if you find court-martial proceedings in Action Pending section.

BAR TO REENLISTMENT CERTIFICATE #4126-R (p.6): Will be in Permanent section.

Record any information entered in date and items #3-12.

ARTICLES 15/FLAG ACTION (p.7):

Let's take the easier one first! Flag Action.

There will be an 8-1/2" x 11" form attached to the outside front of the MPRJ indicating a flag action on a person; it's hard to miss.

The information needed will be in Action Pending on a #2496 Disposition Form or a #268 Report for Suspension of Favorable Personnel Actions.

"Violation of article(s)" lines do not apply to a flag action.

Under "Punishment" use "other action" blank.

An Article 15 #2627 will be in the Permanent section.

"Date issued" is uppermost date you read in left side boxes.

Item #1 is the narrative of the charge (crime) and will contain location, violation number(s), duration if 86 and applicable.

Item #4 contains the punishment(s). Record all punishments; in "Suspend" column write number of days suspended. If suspension is vacated there will be a #2627-2 filed with the Article 15 #2627; check (✓) under "Vacate."